

ALSAGER GARDENS ASSOCIATION

ALLOTMENT OPEN DAYS - Organisational Tasks

MARCH

Agree Dates

Agree who does refreshments, plants, set up of gazebo and tables

Get notice in Alsager in Focus

Get notice in Alsager Link

APRIL

- Contact Paper for article and attendance at event
- Produce Notices for each site, the Hut, Council Offices Library and any other shops, places to display notice.
Note notices need to state Plants will be on Sale and refreshments will be available
- Update Web Site
- Produce notice for each site asking for plants etc.
- Ask people to make cakes
- Ask for Tombola prizes
- Ask people to help
- Contact radio stations to promote the event

THE WEEK BEFORE

- Arrange for the Tombola
- Put up Banners at each site
- Ask people for loan of tables and chairs
- Sort out Gazebo's
- Agree who will be on membership desk and get membership forms for desk
- Paper plates and serviettes
- Tables cloths for tables
- Make sure we have suitable cups for tea/coffee
- Make sure we have a supply of hot water

FRIDAY Before the Event

- Arrange for 3 floats for stalls. Need 2x£5, 1X£10, 5x£1, 6x 50p, £2 of silver
- Set up Gazebo's and tables
- Bring down plants and set up
- Get Tea/coffee/ sugar milk, squash

SATURDAY

Final set up

Refreshments and seating area – Tombola table - Plant Stall - Membership Desk - Join the AGA Here!