

Garden Festival Committee – Terms of Reference

COMMITTEE PURPOSE

To create and manage all arrangements for a display garden at the annual Lung Association Garden Festival, held each March at Stratford Rotary Complex.

KEY DUTIES and RESPONSIBILITIES

Plan/Design Garden

Coordinate with and meet Lung Association/Garden Festival requirements

Make all arrangements for necessary materials

Install and disassemble garden

Staff all phases of garden process with volunteers

Handle all financial aspects related to garden

COMMITTEE COMPOSITION

Designer, builder, volunteer coordinator

AUTHORITY AND ACCOUNTABILITY

To advise the Board on progress, as needed.

To submit a report to the Board: volunteer hours, pictures, list of suppliers, expenses.

To seek approval from the Board for anticipated expenditures that exceed the committee budget.

Garden Festival Committee

Activities

Envision a design which pertains to the year's theme of the Garden Festival

Make arrangements with Lung Association – size and location of display; time of set up, set down

Write a description of the garden (for the Lung Association venue guide) that includes sources for the material used.

Locate suppliers / sponsors – plants, soil, mulch, brick, and lighting. Order materials.

Pick up materials or arrange delivery and accept delivery

Install the garden.

Tear down the garden and return or dispose of the material used, re-cycling where possible

Coordinate volunteers during the 4 day show who staff the display and distribute SDHS pamphlets, e.g. Bookmarks for Plant Sale, Garden Tour, and membership information.

Volunteers also assist with the build and tear down.

Financial aspects of garden

- Develop budget

- Keep track of expenses

- Arrange for payments as needed

- Submit invoices

- Arrange for final accounting report

Timeline

January – Design the garden, order materials, write description; schedule volunteers

Last week in February – Accept delivery of materials, Build display garden

First weekend March – water and tend the display. Tear down on Sunday at 4 PM.

Mid-March - Send thanks as needed