

# Garden Tour Committee – Terms of Reference

## COMMITTEE PURPOSE

Organizing and holding a annual garden tour to:

- Raise funds for the Society.  
Celebrate the gardens and gardeners of Stratford and District.  
Educate and raise public awareness of and interest in all things horticultural.

## KEY DUTIES and RESPONSIBILITIES

- Contact locate sponsors (add examples of those who have sponsored past tours) to underwrite the event. Collect funds.
- Seek out gardens, engage the owners to participate, encourage and cooperate with owners before, during, after the event
- Produce posters, bookmarks and garden passes.
- Sell garden passes, before the event and on the day; arrange for passes to be sold at commercial venues.
- Advertise the event through materials (above), public announcements, media releases, invitations to other Horticulture Societies and street signs and placards
- Recruit and assign tasks to volunteers for the day.
- Make arrangements for Master Gardeners to attend each garden
- Make arrangements for Event Garden – music, displays, silent auction.
- Set up the “perennial challenge” (a traditional feature of tours in which tour participants are invited to identify a plant in each garden, with prizes awarded those with the most correct identifications).
- Follow up –Thank volunteers and owners; announce Perennial Challenge winners; return supplies to the storage bin

## COMMITTEE COMPOSITION

Three to eight persons:

## RESOURCES

Budget: As Appropriate      Target: \$5000 profit

## AUTHORITY AND ACCOUNTABILITY (as may be delegated by Committee Chair)

Advise the Board on progress as needed.

Submit a record of volunteer hours to the Recording Secretary

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

Provide a written summary for the Annual Report of the Committee's activities

