

Green Wreath Workshops Chair - Responsibilities

9/2021

The Chair of the Green Wreath Workshops is responsible for purchasing all materials required for use in the design of fresh and dried wreaths, swags, boxwood trees and arrangements, as well as purchasing a variety of miscellaneous items to be sold at our annual Holiday Boutique. In addition, the Chair has design input and works with the Boutique Set-up Chair to achieve the mutual goal regarding the design of the room being used for the Boutique.

Responsibilities:

December:

Begin shopping for supplies as early as pre-Christmas and after Christmas sales to obtain the greatest savings for the following years' Boutique. Some sources for sale items pre and post Christmas include: A.C. Moore, Hobby Lobby, Christmas Tree Shop, Jo-Ann Fabrics, Michael's, R.J. Carbon Wholesale Florist and Floral Supplies in R.I. (a tax I.D. is required and someone willing to make the trip, etc.)

December /throughout the year:

Based on items to be made at any workshops held prior to the Boutique, purchase /provide the necessary items required, e.g. ribbon, berries, fruit, etc.

Throughout the Year:

Begin looking for items to make and sell at the boutique. Receipts for any purchases should be submitted to the club treasurer for reimbursement.

Early Summer:

Request a volunteer to prepare a spreadsheet with columns from \$2 to \$65 prior to the first workshop. This spreadsheet allows us to record a rough estimate of our sales, and to compare it to what sells the most, etc.

October:

1. Contact John Carloni (cell 203- 887- 7855) at Evergreen Florist Supplies to determine if they will be providing us with wreaths, and what the cost per wreath will be.
2. Provide them with an estimate of the number of wreaths required (for club members, wreath sales, Broad Street and possibly for the town streetlights on the green).
3. Get pricing on boxwood, lemon leaves, etc. and compare the cost with local vendors to see who has the best pricing. Delivery must be included.

October/November:

1. At both the board and regular club meetings, remind club members that a sign-up sheet is available to order fresh wreaths. Provide info regarding cost, maximum number to order, prepay, etc. at that time.
2. Contact the Park and Recreation staff to ask if they would like the garden club to purchase wreaths for the streetlights on the town green.
3. Verify the number of wreaths needed for the homes on Broad Street with the Broad Street Doors Chair. In addition, ask club members to let the chair know if they have any greens that they can bring to the workshops to embellish the wreaths being made for the Boutique and Broad Street. Also, ask club members if they have any resources to get a tree donated for use in embellishing our wreaths and swags.
4. Remind club members to bring newspaper, glue guns, wire cutters, wreath stand, clippers, scissors, etc. to workshops.

Boutique Week:

1. The wreath workshop setup begins on the Sunday before the Boutique in the church hall. (usually @ 2pm) Tables are set up around the perimeter of the room and are covered with newspaper to protect them during the workshops. Two tables are also set up for use by the workshop food chair. Power strips, extension cords, pie tins for glue guns, and several glue sticks are placed on each table. Depending on the size of the tables, 2-4 people can work at each table.

2. The chair has volunteers set tables in a u-shape containing approximately six large tables toward the south side of the room and the ribbon, dried materials and embellishments are set up on these tables. In addition, a small table is also set up with extra glue sticks, picks and wire.
3. The chair has volunteers help to set up two tarps toward the back of the room for the wreaths, which are separated into two piles, those purchased by members, and the remainder for the doors on Broad Street. In addition, tarps are also placed outside the back door of the church hall. Wreaths for Boutique use will be delivered to the back door area of the hall and covered with additional tarps. Greens brought in by members to embellish wreaths will also be placed here and covered.
4. Workshop are Monday through Wednesday and possibly Thursday from 9am to 3:30 pm, depending on the energy level of members.
5. The chair directs all designers. As wreaths are made and before embellishment is started, the designer needs to add the hanger and when completely embellished, the wreath should be given a good shake to ensure everything is properly secured and won't fall off. The wreaths will also be sprayed with a clear spray.
6. Finished wreaths are brought to the south end of the room for checking and pricing. Chair will assign volunteers to help with pricing (preferably 3 members) to come up with a middle ground price. Wreaths need to be priced to sell to avoid having unsold wreaths. Members will place a price tag on each wreath and place them on or under tables.
7. The chair will assign one person to work to repair any wreath that has not been claimed by the original designer to repair.
8. Once all the wreaths have been embellished and priced, the Chair directs designers to begin making and embellishing swags and boxwood trees, as well as any arrangements made with leftover greens.

9. At the end of the day, volunteers are needed to clean up the church hall of any debris and embellishment materials consolidated. In addition, each designer should check to see that all power cords are off and newspapers replaced on the tables, if needed.
10. The chair or volunteer, to make arrangements with club members for removal/disposal of greens waste.
11. On Wednesday/Thursday, request volunteers to pack and inventory all leftover items for storage. This will help when buying supplies for next year.
12. Coordinate placement of items for sale with the Set Up Chair.
13. Based on sales, usually mid-afternoon and possibly again after the tree lighting, chair may lower the prices of live wreaths/arrangements as we don't want leftovers of these items.
14. If weather is a problem, chair will check with Father to request extension of the Boutique on Sunday after Masses and coordinate with Set Up Chair to have the Boy Scouts and others available for clean up.

January Following the Boutique:

Prepare a report for submission to president, including observations and suggestions, if any. Also, begin shopping clearance items for the next year's workshops.