**Job Description**

**Plant Labeling and Weeding Chairman**

Responsibilities:

March: Provide the Garden Tour chairperson with a Plant Labeling and Weeding sign-up with days and times for label/grooming for the March meeting. The sheet will be set out at the meeting for membership to signup.

May: Check to see if you have received a listing of the homeowners’ name, addresses, phone numbers and email addresses.

Call/Email the homeowners and explain they are allowed to have 2 hours of light weeding from 2 group members the week before the tour. They can do light weeding and dead heading. You should mention that the gardens will be labeled at the same time. There are 3 time periods available: Tuesday in the AM, Wednesday in the evening and Thursday in the afternoon. The homeowner may want to do these tasks. The times for 205 are 7/15 between 8-12pm, 7/16 5-9pm or 7/17 12-5pm. Ask the homeowners to set the time now. Remember to set for a two-hour period with the time constraints given. Enter the information onto the form Assignment of Members to Gardens to Groom and Label in the appropriate spot.

June: If you have not received the list of volunteers, ask the Garden Tour Chairperson to send you (chairperson of labeling and weeding) the list of volunteers on the Plant Labeling and Weeding Sign-up sheet. You can enter the members’ names on the Assignment of Members to Gardens to Groom and Label form in the appropriate spot. You should make sure to send the Garden Chair to use the Assignment of Members to Gardens to Groom and Label with member and homeowner information for additional volunteers for additional volunteers to sign up at the June meeting. You may have to ask members to fill in the blank spaces. The goal is to have the form completed before you leave the June meeting. Once completed, Email homeowners with the day and time of the visits and names of the members providing the service. A second email should be sent to labelers and groomers as a reminder

July: Volunteer packet: Prepare a volunteer packet for each team. These packets will include 50 sticks and 4 permanent markers. The chairperson will drop off the packets to the labelers or can hand them out at the June meeting. Instruct the labelers to label any unusual plants or varieties along with interesting shrubs and trees. Weeders and groomers need to bring their own weeding instruments, pails and pruners so as not to inconvenience the homeowner. The first groomer to arrive should wait for the others and introduce themselves to the homeowner if they are available. They should ask the homeowners if they have any instructions for them. If not, they should walk through the yard doing light weeding and grooming. The formal correspondence, emails or texts, should include the information to the Friday night preview as well as the afterglow events.

Finally, the chairman should include the Garden Tour Coordinator on any formal correspondence and advise the coordinator of problems as they may arise. For any questions or concerns, contact the Garden Tour Coordinator.

2025 Summer Garden Tour

Sunday July 20th, 2025

9:00 AM-5:00 PM

**Plant Labeling and Weeding Sign Up**

Chairperson: Kathy Girgen

Responsibilities: Chairperson sets up teams who will label plants and trees and perform light weeding and deadheading. The form is brought to the March - May meetings to request volunteers. Print 2 forms to cover needs.

Team member time commitment: 2 hours per garden the week before tour

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | ServiceWeed or LabelW/L for either | Phone & Email | Circle Days and Times Available |
| 1 |  |  |  | 7/15 8-12pm 7/16 After 5 7/17 12-5pm |
|  2  |  |  |  | 7/15 8-12pm 7/16 After 5 7/17 12-5pm |
| 3 |  |  |  | 7/15 8-12pm 7/16 After 5 7/17 12-5pm |
| 4 |  |  |  | 7/15 8-12pm 7/16 After 5 7/17 12-5pm |
| 5 |  |  |  | 7/15 8-12pm 7/16 After 5 7/17 12-5pm |
| 6 |  |  |  | 7/15 8-12pm 7/16 After 5 7/17 12-5pm |
| 7 |  |  |  | 7/15 8-12pm 7/16 After 6 7/17 12-5pm |
| 8 |  |  |  | 7/15 8-12pm 7/16 After 5 7/17 12-5pm |
| 9 |  |  |  | 7/15 8-12pm 7/16 After 5 7/17 12-5pm |
| 10 |  |  |  | 7/15 8-12pm 7/16 After 5 7/17 12-5pm |

2025 Summer Garden Tour

**ASSIGNMENT OF MEMBERS TO GARDENS TO GROOM AND LABEL**

Chairperson: Kathy Girgen

Responsibilities: Chairperson contacts Homeowners for days available to label and groom garden. The Chairperson will give the homeowners a choice of a two-hour period on Tuesday between 8-12pm, Wednesday between 5-9 pm and Thursday between 12-5 pm. Service to be scheduled when homeowner is home if possible. The chairperson will match members’ availability to garden grooming times and completes the schedule below. In June, the chair begins entering information and **this form is brought to the June meeting to be completed.** Completed forms are emailed out to the participating members and homeowners by the first week of July.

Time Commitment: June-July Chairperson 4 hours

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name and Address | Weed Label | Phone | Email |
| Garden  |  |  | Donnxxxx | xxxxxxxxxxx |
| 1 |  | Label |  |  |
| 2 |  | W/L |  |  |
| 3 |  | Weed |  |  |
| 4 |  | Weed |  |  |
| Garden  |  |  | xxxxxxxxx | xxxxxxxxxxx |
| 1 |  | Label |  |  |
| 2 |  | W/L |  |  |
| 3 |  | Weed |  |  |
| 4 |  | Weed |  |  |
| Garden |  |  | xxxxxxxxxx | xxxxxxxxxx |
| 1 |  | Label |  |  |
| 2 |  | W/L |  |  |
| 3 |  | Weed |  |  |
| 4 |  | Weed |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Garden  | Name and Address | Weed/Label | Phone | Email |
|  |  |  | XXXXXXX | XXXXXXXXX |
| 1 |  | Label |  |  |
| 2 |  | W/L |  |  |
| 3 |  | Weed |  |  |
| 4 |  | Weed |  |  |
|  |  |  |  |  |
| Garden |  |  | xxxxxxxx | xxxxxxxxxx |
|  |  |
| 1 |  | Label |  |  |
| 2 |  | W/L |  |  |
| 3 |  | Weed |  |  |
| 4 |  | Weed |  |  |
| Garden  |  |  | xxxxxxxxx | xxxxxxxxxx |
| 1 |  | Label |  |  |
| 2 |  | W/L |  |  |
| 3 |  | Weed |  |  |
| 4 |  | Weed |  |  |
| Garden  |  |  | xxxxxxxxx | xxxxxxxxxx |
| 1 |  | Label |  |  |
| 2 |  | W/L |  |  |
| 3 |  | Weed |  |  |
| 4 |  | Weed |  |  |
| Garden  |  |  | xxxxxxxxx | xxxxxxxxxx |
| 1 |  | Label |  |  |
| 2 |  | W/L |  |  |
| 3 |  | Weed |  |  |
| 4 |  | Weed |  |  |