**The Open Gate Garden Club**

Summer Garden Tour

10:00 - 5:00

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

Thank you for volunteering to work on this year’s Flyer Distribution Committee.

Posters and flyers will be distributed to you on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please plan to keep that day available.

**We will be having a short meeting with all of the members of our committee on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to provide you with the posters & mini flyers, answer questions and organize the distribution. Please plan to attend this important meeting.**

Our committee will be distributing posters and flyers to Fenton, Holly, Linden/ Argentine. You will be given a list of merchants who have displayed our posters in previous years. Please maintain this listing, and return it to me upon completion of re-distribution of the mini flyers. Please make any adjustment necessary, ie; add new businesses, delete ones no longer in business, or ones who will not accept a flyer. \*\*These records are essential to assist with next year’s distribution.

We plan to work in groups of two and to place 20 plus posters in each city. Fenton, of course, will get more.

Stacks of twenty mini-flyers will be left on merchant’s counters. ***These will need to be refilled one week prior to the tour***. This is very important, as this is our last chance to “catch” the customer’s attention, at the cash register. 95% of our ticket sales are during the last few days prior to the tour. That is why this last effort is as important to our success as it is! Being a part of the flyer committee; we are depending on you, to fulfill this last effort; getting this important information out! Your second outing should take less time, as you will only be re-filling the stores which allowed you to leave them, previously.

If after your second trip, you have mini flyers remaining, please return them to me, so I may distribute them to other committee members who may have run out. Please contact me upon completion of your second trip.

Thank you again for helping make our Summer Garden Tour a success!!

Sincerely,

Betty Sheehy, Poster and Flyer Chair

810.252.9517