**Open Gate Garden Club**

**Summer Garden Tour**

**Responsibilities of the Equipment Chairperson**

1. The OGGC Garden Tour Chair is responsible for arranging the storage of equipment and supplies for the garden tour. The OGGC president has final approval
2. The Equipment Chair is responsible for maintaining an list of inventory of garden tour equipment and supplies.
3. In early April, the Equipment Chair obtains the host boxes, merchant boxes, cash boxes, labeling supplies and garden gate signs. The items are given to the Tour Coordinator to disburse. The Equipment Chair signs out the appropriate items on the inventory sheet.
4. In July, the chair coordinates with the Set Up and Directional Signs Chair when they will be able to pick up the gazebos, tables, waste baskets, directional signs and refreshment table needs. The chair assists in moving the items. The equipment chair signs out the appropriate items on the inventory sheet.
5. At the end of the tour, the Equipment Chair logs in all equipment and supplies at the designated spot at the end of the tour. A notation is made on the sheet of how many items are returned and if anything has been damaged or placed in the garbage. Assists in placing items into storage.
6. Electronic Inventory list is updated
7. Equipment chair reports the existing inventory and recommends need for replacement equipment and supplies at the End of Tour Review Meeting or electronically to the Tour Chair, President, and Set Up Chair.