**Open Gate Garden Club**

**AM Garden Host**

Thank you for volunteering to host during the Open Gate Garden Club’s Garden Tour, 2025! Your participation is critical to the success of this year’s tour.

You are scheduled to be a host from 10 AM -1 PM on Sunday, July 20th. **Please arrive no later than 9:45 am to allow time for last-minute adjustments.**

* **Review the contents of the Host Box**
* We want everyone to know you! Please wear your nametag (will be provided).
* Homeowners should already have a name tag, but if they need one for any reason, please make one using the extra materials in the host box.
* Attach tablecloth with clips on the edge of the table.
* Place all clipboards, pictures, pens, pencils, and markers on the table.
* Keep the envelope with tickets and money in the host box.
* Homeowners may provide chairs, but all tables and gazebos belong to our club.
* Please greet all visitors! Guests are welcome to return to any garden during the allotted tour time.
* Each host box has a few tickets available for purchase.
* Once depleted, guests needing tickets can purchase them at the A.J. Phillips Museum in Fenton or another garden. Change for tickets is in the ticket envelope. If you run out of change for a guest trying to purchase a ticket, let them view the garden and have them purchase their ticket at the next garden instead. Checks can be made payable to Open Gate Garden Club.
* Please keep track of all tickets you sell, keep unsold tickets and any cash or checks in the designated envelope in the supply box.
* The raffle ticket box is located at Garden #1.
* Guests received a ticket on the back of their tour ticket. Please instruct them to fill out their name and number and put it in the box at Garden #1. The drawing will occur after the tour and the winner will be contacted by phone. There will be scissors in box #1.
* Identify the homeowner to the visitor by the color of his/her hat, clothing, etc. Offer interesting information about the homeowner and garden.
* Show the visitor the clipboard for the visitor to sign if they are interested in joining the club of offering their gardens for the 2026 garden tour.
* Leave the gazebo and tables. They will be picked up by the gazebo team.
* In the event of anyone sustaining an injury, please make sure medical attention is received if necessary, and then contact Pat Manion at (810) 240-4321, ASAP, and provide the injured person’s name, address, and phone number. Thank you!

I hope you enjoy your day in this lovely garden. If you have any questions, please do not hesitate to contact Pat Manion at 810.240.4321