**Open Gate Garden Club**

**Summer Garden Tour**

Responsibilities of Set Up and Directional Sign Committee

1. The Chairperson(s) drives the route with the Tour Coordinator, prior to tour weekend, to determine the best placement of gazebos at each garden. \*This date and time will be arranged to accommodate the chairperson’s schedule.
2. Coordinate picking up all equipment from storage location for setting up gazebos, and signage with Equipment chair.
3. Acquire host boxes from Tour Coordinator.
4. Obtain addresses and sequences of gardens and location of directional signs from Tour Coordinator.
5. The number of gardens and their location will determine the number of volunteers needed; 2 volunteers plus 2 chairpersons (for two 3- person teams) would work for 8 gardens.
6. Committee members need to supply their own hammer, or rubber mallet. A screwdriver and “needle nose” pliers would also be helpful.
7. Set up can be performed the evening prior to the tour or the morning of the tour. Saturday works best considering the time it takes to drive to each location, converse with the homeowners regarding placement of the tents and tables and the time it takes to set them up in time to meet the Sunday morning deadline.
8. Set up gazebos, tables and waste baskets, and deliver the host boxes.
9. Set up a gazebo and table at the Museum.
10. Take down the gazebos and return the gazebos, waste baskets, and the tables back to the designated location at the end of the tour day.
11. Return host boxes to the Tour Coordinator.
12. Please notify the Tour Coordinator if any problems arise during set-up.
13. Present SWOT evaluation at the post tour meeting.