



The Gardens of Madison County
May 5-7, 2017
Volunteer Sign up Form

We would like to invite and encourage each MRA family to participate in our 2017 *Gardens of Madison County*. This is a school-wide event that not only allows us to raise funds, but also provides MRA with additional opportunities to partner with our wonderful community. The event is scheduled to start on Friday, May 5, 2017, with the annual Garden Party followed by the Garden Tour on May 6 - 7, 2017. We need support of all MRA patrons with this event as it continues to grow each year. Please take a moment to look over the many committees that are offered and sign up to help with this event. Remember – It takes all of us to make it happen, and we need your help! Please send any questions or inquiries to gardens@mrpats.com. We look forward to hearing from you and thanks in advance for your help!

Name: _____ Cell: _____

Email Address: _____

Child/Children & Grades: _____

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| _____ Garden Party Committee | _____ Publicity Committee |
| _____ Auction Committees | _____ Student Prize Committee |
| _____ Ticket Sales Committee | _____ Student Art Committee |
| _____ Garden Market Committee | _____ Correspondence/Thank You Committee |
| _____ Garden Market Café Committee | _____ Serve as Garden Home Hostess |
| _____ Serve as a Home Liaison | _____ Corporate Sponsors |
| _____ Garden Home Tablescapes | _____ Green Thumb Sponsors |
| _____ Garden Home Presenters | _____ Route/Sponsor Signs and Tents |
| _____ Garden Home Northside Sun Write-ups | |

- _____ **I can help wherever needed**
- _____ **I/My company is interested in being a corporate sponsor**
- _____ **I would like to donate an auction item(s)**
- _____ **I am willing to serve as chair or co-chair of a committee**

Garden Party Committee – Help with planning, set up and clean- up of Garden Party

Auction Committees: Solicit individuals and businesses for items and services for various auctions. Set up and assist with items within your committee.

- Online Auction- Starts 2 weeks before Gardens, runs through weekend. (approx.200 items)
- Silent Auction- to be held at Garden Party (approx.75 items)
- Live Auction – to be held at Garden Party (approx. 10 items)

Ticket Sales Committee - Help with the distribution and tally of ticket sales.

Garden Market/Café Committee- Set up and help with on-campus Garden Shop and Café the weekend of Gardens.

Home Liaison- Serve as one of the main contacts for one of the homes on the tour. Communicate with the homeowner to make sure their needs are met. Remind hostesses of their shifts. One Liaison per home.

Garden Home Tablescapes- Secure local businesses to set-up multiple tablescapes at each home.

Garden Home Presenters- Secure local businesses to do presentations at each home. Cooking/grilling, gardening, entertaining, etc.

Garden Home Northside Sun Write-Ups - Meet with each garden homeowner to familiarize yourself with their garden and the flowers, features, etc. it includes for the individual write-ups. Then put together a write up on each garden.

Publicity Committee- Help distribute posters to businesses and help with other promotional opportunities for Gardens in the community. (i.e.; radio, TV, newspaper, etc.)

Student Prize Committee- Work with administration and faculty to encourage ticket sales, including ticket distribution and securing/awarding prizes to students.

Student Art Committee- Facilitate student art program. May include assisting students work on art/craft during an assigned time or helping with preparations prior to and after student work is completed.

Correspondence/Thank You Committee- Write thank you notes and help deliver thank you bags to corporate sponsors.

Home Hostess- Work one shift at one of the garden homes during the weekend of gardens. Greet and direct guests and mark tickets. Usually two hostesses per shift.

Corporate Sponsors - Secure corporate sponsors through a solicitation letter, phone calls and emails. There are different levels of sponsorship that have different benefits such as # of tickets, NSS Ad sizes, etc.

Green Thumb Sponsors - Secure Green Thumb sponsors through a solicitation letter and emails. Greenthumb sponsors who will receive two tickets to the Garden Party, two tour tickets and will be listed in the Northside Sun.

Route/Sponsor Signs and Tents – Prior to the tour tickets being printed, determine the route of the tour for the tour map to be completed. On Thursday/Friday of the tour weekend place all directional signs out throughout the route. Also, place corporate sponsor signs at each home and a tent at each home for the home hostesses to sit under. After the tour is over on Sunday, pick up all signs and tents.