



Plant Sale Training

Volunteer Training

2009

Orientation Topics

- Goals
- Prepare site
- Plant Categories
- Pricing
- Helpline Resources
- Downtime Tasks
- Wrap-up

Our Goal is to Sell Plants

This means being friendly and greeting everyone that enters. You can begin with a smile and open the conversation with an easy question or statement:

- “What a beautiful day.”
- “How about dem Dodgers?”
- “How are you doing?”
- “What do you like to grow?”
- “Do you have a shade garden or a sunny space?”

You want to start the conversation so they feel comfortable asking you questions. As they leave **always** ask “Did you have any other questions?”

Prepare Site – Part I

- Open gates in potting shed area
- Put out the plant sale sign
- Place signage on fence (not always)
- Clean area of leaves and trash
- Wear provided aprons located in shed
- Designate one person as cashier.
 - Cashier carries money for plant sale.

Prepare Site – Part II

- Locate the grey file case in shed
- Pictures of plants that we have for sale are in there.
- Put corresponding plant and picture information out on table for display.
- Plants may be located in shade house and need to be moved to table.
- Pens, paper and other supplies are in the file case, as well.

Prepare Site – Part III

- Put up additional signage
 - Master Gardener banner on fence in October only.
 - Prepare a wagon with a display of plants and a directional signs located in shed.
 - Take wagon to a space that is highly visible with arrow pointing towards the “**Potting Shed**”.

Plant Categories

- Walk potting shed area and familiarize yourself with inventory.
- Never sell the Mother Plants or Natives, they are marked for your convenience.

Pricing

- Locate price list in grey file.
- Check provided list before quoting prices.
- Use calculator to tabulate total amount of the sale.
- It's **OK** to negotiate prices if you think you will lose the sale.
- Don't be shy. There are **NO** mistakes here!

Helpline Resources

- Place these resources on table in potting shed area:
 - Sunset Western Garden book
 - Master Gardener Handbook
 - Cacti & Succulents Book
 - Healthy Roses (UC Publication)
- There is a rack for additional handouts, which are located in the big barn on the wall.

Downtime Tasks

- Groom and tidy plants.
- Research, identify plant names and label.

Wrap-up

- Return supplies, price list etc to appropriate area.
- Return plants to their respective areas
- Return wagons/carts to the potting shed area
- Make sure umbrella is folded down
- Close gates. (October only)
- You will get directions about end-of-day handling of money.



Volunteers

Thank you for your assistance
in the potting shed area!

Questions:

Contact, Barbara Hill at barbhill@aol.com
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Take phone number with you for
questions during the day.