

Heathcote Botanical Gardens - Annual Fall Garden Festival

----- Volunteer Job Descriptions -----

Admissions: Front Admissions requires sitting, answering questions, and handing out event programs. Field Admissions requires standing, walking, answering questions, and handing out event programs. Please indicate “front”, “field” or “either” on your signup sheet. **FREE ADMISSION** to event.

Ambassadors: Provide information about Heathcote, recruit new volunteers, & survey guests to gather feedback about the event. Requires some moving around.

Coffee/Donuts: Make coffee in the morning and set out donuts for vendors and volunteers in the volunteer booth. **Workers please arrive by 7:30 am. on Saturday and 8:30 a.m. on Sunday.**

Counters: Responsible for counting the number of people coming to event. Requires sitting and/or standing.

Drink & Food Sales: Sell drinks and food to benefit the Gardens. Must be comfortable with handling money. Requires some standing and slight lifting.

Gate Security: Direct visitors to the front and/or field gate. Keep unauthorized cars out of the back gate area, direct vendors to vendor parking. Requires sitting, standing, and some walking. **Morning workers please arrive by 7:30 am.**

Hospitality: Relieve vendors and volunteers for short breaks, take drinks to other volunteers. **Not** responsible for taking money in vendor booths. Help with area clean-up and trash removal. Requires walking and mild lifting.

Marian's Plants: Sell plants propagated at Heathcote, answer questions, collect money. Requires some plant knowledge and moving around.

Membership/Bricks/Greeter: Recruit new members; provide information on membership benefits; and Commemorative Brick information. Greet visitors as they arrive, make them feel welcome, answer questions *Requires knowledge of membership and the gardens.* Requires sitting, standing, and some moving around.

Office: Answer telephones, give directions, answer questions from callers, vendors, and visitors. Requires good phone skills & sitting. **Morning workers please arrive by 7:30 am.**

Parking: Direct visitors and vendors to parking areas. Field Parking requires handing out programs to cars and directing cars to parking. **Morning workers please arrive by 7:30 am.**

Photographer: Take photos to document the event. Must have your own digital camera. Requires walking.

Plant Holding: Tag and hold plants for visitors while they shop. **Does not** involve money collecting. Requires some lifting and moving around.

Plant Loading: Assist visitors in loading plants and other items into their cars. Requires moving and lifting.

Set Up/Clean Up: Set up and take down tables, chairs, tents, etc. prior to and after event. Requires lifting.

Volunteer Sign-In: Assist with volunteer sign-in and guide volunteers to their designated areas. Staff Volunteer Table during event and answer questions for visitors. **Morning workers please arrive by 7:30 am**

Fall Garden Festival
Saturday, October 20th & Sunday, October 21st, 2018
Volunteer Sign Up Sheet

Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Daytime phone: _____ Evening phone: _____

Specials Needs: (shade, wheelchair access, etc): _____

Yes, I am available to distribute fliers and place signs at least two weeks prior to the event.

Yes, I can help set up and/or help in the office on Friday, October 19th.

9:00 AM – 12:30 PM _____ 12:30 PM – 4:00 PM _____ (Check which time you are available)

Yes, I can help with clean up on Sunday, October 21st after 4:00 PM.

**Please return completed form to the either by mail, drop-off in the gift shop,
 Email to info@heathcotebotanicalgardens.org, Fax: 772-489-2748, Phone: 772-464-4672**

Please mark your 1st, 2nd, 3rd choices for volunteer job and time.

Saturday, October 20th

Sunday, October 21st

Job	Saturday, October 20th		Sunday, October 21st	
	8:30 AM – 12:30 PM	12:00 PM – 4:30 PM	9:30 AM – 1:00 PM	12:30 PM – 4:30 PM
Assign me where needed				
Admissions				
Ambassadors				
Children's Activities				
Coffee/Donuts*				
Counters				
Drink/Food Sales				
Gate Security*				
Hospitality				
Marian's Plants				
Membership/Bricks/Greeter				
Office*				
Parking*				
Photographer				
Plant Holding				
Plant Loading				
Volunteer Sign In*				

***Back Gate, Coffee and Donuts, Office, Parking and Volunteer Sign In first shifts
 should arrive by 8:30 a.m. on Saturday and 9:30 a.m. on Sunday for preparation.**

Please return completed form to:

Heathcote Botanical Gardens ~ 210 Savannah Road ~ Ft. Pierce, Florida 34982 - info@heathcotebotanicalgardens.org