

PLANT EXPERTS INFORMATION & SALES

The Chair of Plant Experts recruits plant experts to be present during the sale to answer questions and help sell plants by suggesting appropriate plants and plant combinations to customers. There should be between four and five experts present during all shifts when the sale is open.

- Select a Vice Chair (if needed)
- Recruit experts by email after the spring sale.
- Send follow-up emails in August of Plant Sale year or call if needed.
- Schedule shifts for experts - online
- Several weeks prior to the sale, send the experts an information package including the following: complete list of plants to be sold during the sale (with as much information as possible on new cultivars), plant experts booklet, plant program, shift times, information regarding badges, food, and parking.
- Have the experts orientation session shortly before the sale opens to review last-minute additions, special instructions, layout of the sale, and any other pertinent information.
- Be sure to collect all red vests following the sale.
- Following the sale, send thank you letters to all experts.
- Within two weeks after the sale, submit final report and revised job description to the plant sale chairs.