

EXHIBIT COORDINATOR'S GUIDE

OVERVIEW

1. Volunteer to be an Event Coordinator. Secure approval of the event and date from Scott 858/822-6932.
2. Contact the sponsors to learn all you can. Clarify what you need to provide in addition to exhibit materials. Some sponsors supply tables, chairs, sunshade, etc.
3. Decide which exhibit is best for the venue. Consider the theme of the event (e.g., Earth Day-Tree Exhibit) or select an exhibit appropriate for the season (e.g., Spring/Summer-Tomato or Citrus). View pictures of the exhibits on line at www.mastergardenerSD.org/Exhibits
4. Reserve the exhibit board, supplemental materials, reference materials and equipment. Call or email Scott or Roland to reserve exhibit, at that time they will tell you if the exhibit is available.
5. Recruit and schedule volunteers at a monthly meeting or by email. Volunteer Coordinator, Carol Graham, can help you. Prepare a volunteer schedule as needed.
6. Sign out materials prior to the event. Allow time to pull materials and make copies as needed.
7. Manage set-up, event volunteers and take down after event. Preplanning and communication helps make the event enjoyable.
8. Return materials used for the event. Please return the exhibit on or before the time you say you will as others might be waiting for exhibit. Allow time to put materials back in the proper place.
9. Turn in Forms

PICKING UP EXHIBIT MATERIALS

Please allow enough time to pick up supplies, sometimes the office and storeroom are crowded and it will take longer than you planned.

Unless otherwise noted, the things you need are located in the 1st floor storeroom, next to the elevator or the second floor print room in the main office at 9335 Hazard Way. To open the 1st floor storeroom door you will need to get a key card from Roland or Erin at the front desk. Our supplies are located at the end of the 2nd isle to the left of the door, on the right hand side. Handout materials are located in the print room on the second floor in the main office in the gray cabinets labeled with MG name. Be sure you take an adequate number of each handout.

NEEDED FOR EVERY EXHIBIT

- Exhibit Board – red or black exhibit bags are labeled.
- Header Board or sign(s) that identifies the MG exhibit as Master Gardeners. Signs have holes (may be hung) or used with the wooden feet. Header Boards and their metal arms

are included in each exhibit bag. Please place the metal arms on the Velcro strips on back of header board. (Please do not remove).

- Supplemental materials dedicated to specific exhibits. See binders where provided. Handouts located in storage cabinets.
- UC IPM Cards and additional handouts
- Plastic carryall of reference books (located in the storage room on the 1st floor next to the exhibits)
 - Master Gardener Handbook Book
 - Sunset Western Garden Book
 - Pests of the Garden and Small Farm
 - IPM for Citrus
 - Insect Pests of the L.A. Basin (Inside tuck box)
 - NOTE: Please do NOT remove the tuck box from the container. It keeps the books from curling and holds pens, pads etc.
- MG contact handout - Bookmarks with MG website and Hotline number.
- Pest Note Index (Additional copies are located in the storage cabinets).
- Yellow Hotline Forms – for questions you cannot answer
- Exhibit Feedback form (available on-line and in the mailbox in MG office. This is the form where you keep count of your contacts with the public and report any problems with the exhibit.
- Claim for Reimbursement (if needed)

OTHER ITEMS AS NEEDED

- Folding Tables (located in 1st floor storage room)
- Sun Shade (located in 1st floor storage room)
- Blue vinyl table clothes (located in AV room on 2nd floor)
- Clear plastic racks that hold pest note cards and handouts (located in print room on 2nd floor)
- The A-frame/easel is located in the AV room on the 2nd floor. It is good for displaying the Ask a Master Gardener sign, Citrus Cornucopia, Tomato Cornucopia or Herby the Hornworm
- Windy Day Kit (cording, clips and stakes to tie down exhibit), stored in green reusable grocery store bag next to exhibit boards in 1st floor storage.
- Wooden “feet” to use with “Ask a Master Gardener” sign on a tabletop or ground. Stored in same green bag as windy day kit.
- Wheeled crates - use these to transport handouts and holders instead of boxes!

OPTIONAL ITEMS FROM HOME:

Folding Chairs

Pen(s), rubber bands, etc.

Hat and sunscreen

Food, water

Paper-weights for a windy day

Masking or duct tape

Twine/Scissors

SETTING UP AND STAFFING THE EXHIBIT

Every exhibit staffed by Master Gardeners must be clearly identified as an event sponsored by the University of California Cooperative Extension and the Master Gardener Association of San Diego County. Volunteers should wear official Master Gardener shirts and badges.

Tips for making your exhibit attractive, include having colorful, interactive displays and eliminating barriers as much as possible. On windy days if the tie down kit does not work, lay exhibit board flat on a table.

Have fun. The exhibits are a great opportunity to bring the Master Gardener Program to the public, and remember, most likely you know more than the person asking the question.

Multiple-Shift or Multiple-Day Events

If the coordinator will not be present at the end of the day, instructions for packing up and timely return of materials will be necessary so the person returning the exhibit will return the materials to their proper places.

When exhibit materials are left overnight, they must be placed in a secure location.

RETURNING EXHIBIT MATERIALS

Complete the reports:

- The Exhibit Event Feedback form goes to “In Box” in Scott’s office. It can also be emailed to Scott.
- Yellow form goes to the MG hotline desk to be answered by the next crew.
- Send the Claim for Reimbursement to the MG Treasurer

To facilitate the process for the next volunteer:

- Return the exhibit on or before the day you say you will,
- RETURN ALL SUPPLIES TO THEIR ASSIGNED LOCATIONS.
- Replenish the supplies in the plastic carry-all container.