

EXHIBIT RESOURCE GUIDE

OVERVIEW

1. Requests for exhibit coordinators are made at the monthly meeting and listed in the MG newsletter. If you are approached by an outside agency to host an exhibit, secure approval of the event and date from Scott Parker. Contact the Volunteer Coordinator, Carol Graham, to add the date to the MG Exhibit Calendar.
2. Contact the event 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).
4. Download or pick up a copy of the **Exhibit Coordinators Checklist**. Check availability and reserve the exhibit board by calling or emailing Scott or Roland. Plan your supplemental materials, reference materials and equipment as applicable. Go to <https://vms.ucanr.edu/mg/> (under **Documents/Presentations** then **Exhibit Display Tools**) to review the materials online.
5. Recruit and schedule volunteers at a monthly meeting or by email. Ask Carol Graham to solicit volunteers if you need help. Prepare a volunteer schedule and share with volunteers. Two volunteers per shift are usually adequate.
6. Sign out materials prior to the event. Check with Roland to make sure the exhibit is available if checking it out prior to the reserve date. Allow time to pull printed materials and make copies as needed.
7. Manage set-up, event volunteers and take down after the event. Make sure each volunteer has information about the exhibit topic. Preplanning and communication help make the event enjoyable.
8. Return materials used for the event. 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 the Event Feedback form and any Hotline questions or requests to the appropriate location.

PICKING UP EXHIBIT MATERIALS

Print a copy of the Exhibit Coordinators Checklist to help locate and organize the items you need.

The exhibit displays are located in the locked storeroom by the elevator on the 1st floor at the main office at 9335 Hazard Way. You can obtain a key card from Roland or Erin at the front desk to open the storeroom. Our supplies are located at the end of the 2nd aisle to the left of the door, on the right hand side.

Tip

*Load your heavy materials and IPM plastic cardholders into a folding wheeled crate (located in the 1st floor storage area).
OR bring your own!*

EXHIBIT RESOURCE GUIDE

Supplemental materials like handouts, brochures, and the IPM cards are located on the 2nd floor print room in the gray cabinets or in the locked file cabinet in the Extension Office. Ask Roland for the file key or for help with additional copies if needed.

NEEDED FOR EVERY EXHIBIT

1st Floor Storage Area

Exhibit Display

- **Exhibit Display** - *Exhibit Boards* are in labeled red or black exhibit bags. *The Mini-Displays* are located next to the larger exhibit boards. The panels for the Mini-Displays are in a separate portfolio case next to the displays. Additional *posters* are in the large cardboard file boxes at the end of the exhibit shelving.
- **Signage** - Master Gardener Header Board for the displays should be in the exhibit bags. Check the bag to make sure you have the MG header board. Other Master Gardener identification signs are located at the end of the large exhibit shelving. Signs can be hung, used with the wooden feet that are located above the displays, or placed on the A-frame/easel that is located in the AV room on the 2nd floor.
- **Exhibit Resource Flipbook** – These are exhibit specific and are located on the shelf above the Exhibit Board bags. The Flipbook is to be displayed on the exhibit table.
- **Reference Books** - These are in the plastic totes next to the exhibits. The tote should contain these books:
 - Master Gardener Handbook Book
 - Sunset Western Garden Book
 - Pests of the Garden and Small Farm
 - Pests of Landscape: Trees and Shrubs
 - Insect Pests of the L.A. Basin
 - Natural Enemies Handbook
 - IPM for Citrus
 - ANR Publication Binder (This should be displayed on the exhibit table.)

2nd Floor Print Room

- **Brochures** from outside sources are located in the storage cabinet facing the door and on the adjacent shelving.
- **IPM Tip Cards** and plastic holders are in the storage cabinet facing away from the door.
- **MG contact information and general info sheets** are on the top shelf in the cabinet.
- **Miscellaneous general exhibit materials** are in the file cabinet.

EXHIBIT RESOURCE GUIDE

2nd Floor Extension Office

Handouts are available for each exhibit. To view the recommended handouts, consult the ***Exhibit Resource Binder*** located in the top file drawer in the Extension office.

- **Exhibit Handouts** -located in the locked file cabinet across from Roland's desk
- **Exhibit forms** – Hotline forms and Event Feedback forms are in the file cabinet
- **Optional: ANR publications** -located in the file cabinets outside the print room

Note: unused materials can be placed in the *To Be Filed Box* in the Print Room storage cabinet

OTHER ITEMS AS NEEDED

- Folding Tables (1st floor storage room)
- Sun Shade or canopy (1st floor storage room)
- Blue vinyl table clothes (AV room on 2nd floor)
- Clear plastic racks that hold pest note cards and handouts (2nd floor)
- A-frame/easel AV room on the 2nd floor
- Windy Day Kit (cording, clips and stakes to tie down exhibit) stored in blue reusable grocery store bag next to exhibit boards in 1st floor storage
- Wheeled crates - use these to transport handouts and holders instead of boxes!

OPTIONAL ITEMS FROM HOME:

Folding Chairs
Pens, rubber bands, etc.
Hat and sunscreen

Masking or duct tape
Paperweights for a windy day
String/Scissors

Multiple-Shift or Multiple-Day Events

If the coordinator will not be present at the end of the day, instructions must be passed on for the packing up and timely return of materials to their proper places. When exhibit materials are left overnight, they must be placed in a secure

Food, water

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. Lay exhibit board flat on a table if the tie down kit is not adequate for windy areas.

EXHIBIT RESOURCE GUIDE

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 questions!

AT THE END OF THE EVENT

Complete the reports:

- The Exhibit Event Feedback form goes to Scott.
- Hotline forms go to the MG hotline desk to be answered by the next crew.
- Claim for Reimbursements forms go to the MG Treasure.

Return displays and supplemental material to appropriate location.