

## Can you help make our Open Day a great success?

Listed below are some of the many ways to help. You can volunteer to help on more than one team if you wish.

On the Open Day, help is needed from 8.00am to set up stalls, pick produce, to cook and serve food, sell things and pack up afterwards.

Donations of items for the Trash and Treasure stall are needed (no electrical goods, clothes or shoes). Please note any items left at the end of the day will be donated to local charities if you do not take your items home.

<p><b>Publicity &amp; Welcome Team</b>  <i>7 - 10 days before:</i></p> <ul style="list-style-type: none"> <li>• Deliver flyers to homes in local area</li> <li>• Handout flyers at set times at Wentworthville Plaza</li> </ul> <p><i>On the day:</i></p> <ul style="list-style-type: none"> <li>• Welcome people &amp; give out tokens for free plants.</li> <li>• Count all the people who turn up</li> </ul>	<p><b>Fresh Produce Team</b>  <i>Before:</i></p> <ul style="list-style-type: none"> <li>• Collect boxes for packing</li> </ul> <p><i>Day before:</i></p> <ul style="list-style-type: none"> <li>• Cut and collect produce for sale</li> </ul> <p><i>On the day:</i></p> <ul style="list-style-type: none"> <li>• Cut and collect produce for sale</li> <li>• Pack produce</li> <li>• Sell produce</li> </ul>
<p><b>Plant Sale Team</b>  <i>Before:</i></p> <ul style="list-style-type: none"> <li>• Propagate new plants &amp; sow seeds to produce seedlings</li> <li>• Pot up flowering plants</li> </ul> <p><i>Day before:</i></p> <ul style="list-style-type: none"> <li>• Arrange plants for sale</li> </ul> <p><i>On the day:</i></p> <ul style="list-style-type: none"> <li>• Sell plants</li> </ul>	<p><b>Cakes, Jams and Pickles Team</b>            All cooked items need to be labelled with ingredients used &amp; best before date.  <i>Before:</i></p> <ul style="list-style-type: none"> <li>• Make jams, preserves, pickles</li> </ul> <p><i>1 - 2 Days before:</i></p> <ul style="list-style-type: none"> <li>• Cook cakes, slices &amp; biscuits</li> </ul> <p><i>On the Day:</i></p> <ul style="list-style-type: none"> <li>• Sell cakes, jams &amp; pickles</li> </ul>
<p><b>Set Up / Pack Up Team</b>  <i>Before the day and On the Day</i></p> <ul style="list-style-type: none"> <li>• Help to pick up and deliver equipment to Garden</li> <li>• Set up tables and chairs in eating area by 9.45am</li> <li>• Deliver items to areas</li> <li>• Set up shades (4-6 people needed)</li> <li>• Pack up and return items.</li> </ul>	<p><b>Morning Tea Team</b>  <i>Before the day:</i></p> <ul style="list-style-type: none"> <li>• Cook scones, slices, biscuits, cakes, buns</li> <li>• Set up tables</li> <li>• Prepare jam &amp; cream in containers</li> </ul> <p><i>On the Day:</i></p> <ul style="list-style-type: none"> <li>• Make and serve tea and coffee</li> <li>• Clear and clean tables</li> <li>• Clean up at the end of the day</li> </ul>
<p><b>Trash and Treasure Team</b>  <i>Before the day:</i></p> <ul style="list-style-type: none"> <li>• Identify items you want to donate for sale.</li> <li>• Bring items to the garden no more than 3 days before Open Day.</li> </ul> <p><i>On the Day:</i></p> <ul style="list-style-type: none"> <li>• Sell items</li> <li>• Pack items away and store under shelter.</li> </ul>	<p><b>BBQ / Sausage Sizzle Team</b>  <i>Before the day:</i></p> <ul style="list-style-type: none"> <li>• Set up tables the day before</li> </ul> <p><i>On the Day:</i></p> <ul style="list-style-type: none"> <li>• Set up BBQ &amp; tables by 9.30am</li> <li>• Cook sausages &amp; onions on BBQ</li> <li>• Cut and butter rolls</li> <li>• Serve customers - take orders / give change</li> <li>• Clean up at the end of the day</li> </ul>
<p><b>Curry Food Stall</b>  <i>Before:</i></p> <ul style="list-style-type: none"> <li>• Cook / donate food to sell on the day</li> </ul> <p><i>On the day:</i></p> <ul style="list-style-type: none"> <li>• Sell food.</li> </ul>	<p><b>Parcel Drop off / Pick up &amp; Raffle Team</b>  <i>Before the day:</i></p> <ul style="list-style-type: none"> <li>• Fold raffle tickets</li> </ul> <p><i>On the day:</i></p> <ul style="list-style-type: none"> <li>• Sell raffle tickets</li> <li>• Collect, store and return parcels.</li> </ul>
<p><b>Craft Team</b>  <i>Before:</i></p> <ul style="list-style-type: none"> <li>• Make lovely things to sell</li> </ul> <p><i>On the Day:</i></p> <ul style="list-style-type: none"> <li>• Set up and sell items</li> </ul>	<p><b>Raffle Organising Team</b>  <i>Before the day:</i></p> <ul style="list-style-type: none"> <li>• Seek donations of prizes and assemble prizes</li> <li>• All members sell books of raffle tickets</li> <li>• Return money with sold and unsold tickets.</li> </ul>