

## BULB SALE PROCEDURE

1. The Hills Garlic Fest Bulb Sale process will require mentorship from a former Project Manager (PM).
2. Garlic Fest is always on the second Sunday in September, from 10 to 5pm
3. Booth (#143) reservation is done in response to Hills Garlic Festival management email in January. Upon payment of the fee, SLGS receives a vendor confirmation form that must be present at the sale.
4. The catalogue is issued (mailed to SLGS) in spring. The deadline for the order is June 30<sup>th</sup>.
5. Orders are sent on-line using the information in the hard copy catalogue and order form. This usually requires some correspondence with Van Noort (Curtis Van Noort) because SLGS sells only B.C. sourced, that is not imported, bulbs. The catalogue will help with photos of some of the bulbs available to SLGS. Also, the "Fall Order Form" will show types of quantity and packaging available. It is important to remind Van Noort that SLGS needs the merchandise during the week before Garlic Fest. Set a date for shipment.
6. Sometimes SLGS has included private orders with the Bulb Sale order, but this adds a level of complexity and complications that may not serve the Society's needs.
7. Van Noort requires order prepayment and the PM will need to complete a credit card authorization.
8. Van Noort will send an "Order Acknowledgement". Check items and amounts closely.
9. Volunteers: In August, the PM starts a volunteer list for the sale, about 18 workers, some of whom will do double duty. Volunteers will also help with set-up (8:30 am) and tear-down (5:00 pm). Send volunteers the schedule/list as soon as it is sourced, then, as a gentle reminder, again during the week before the sale.
10. The PM may choose to do some pre-sale advertising (Valley Voice, FB, with the membership).
11. Bulb shipping and delivery: Once bulbs are shipped and the credit card payment completed, Van Noort sends an invoice showing shipped items and shipping costs. SLGS has used ACE in the past, but research the options. If a volunteer can pick up the bulb order (just off the freeway in Langley) then SLGS can save shipping fees which can be 15% - 30% of an order. PM will receive the boxes and check order accuracy, then label each bulb box with sale price.
12. Sale price is usually calculated at 2 times the wholesale price or whichever is closest to a multiple of quarters and loonies. Be sure that the total of items that are undervalued is close to equal those that are over valued.
13. Currently, Bulb Sale materials are stored in Carol Weiss' basement, Barb Yeoman's garage, at Margaret Hartley's home and Chris Hildebrand's garage. Usually these items are consolidated by the day before the sale. The booth will need:
  - 3 tables, shelf for display of bulb boxes, canopy and walls, SLOCAN LAKE GARDEN SOCIETY BULB SALE banner, 1 or 2 folding chairs, sandwich board (and BULB SALE signs)
  - Cashier box and float (approx. \$600) for bulb sale. Cash box and float (\$50) for raffle ticket sale.
  - Printed: price list for cashier, directions for customers, directions for vendors, sign for cashier and raffle tickets, volunteer schedule/list.
  - Paper bags, 4 clip boards, felt pens and pencils, the SLGS events bag of tape, scissors, string, etc.
14. The 8:30 am volunteer(s) pick up all materials and need to unload at the site by 9:00. They then set up the canopy and bulb sale. At 5:00 pm volunteers pack away all the materials and deliver them to original storage places. One pick-up truck is needed for this job.
15. Leftover bulbs are usually sold at the next Friday Market or the Nakusp Farmer's Market or Red Fire Hall.
16. Monies are deposited into SLGS' KSCU account by the Society's Treasurer.
17. Each year's documents are kept in a hardcopy file, as well as in digital files, for use by the PM in successive years.
18. The PM will prepare a final report for the Board of Directors, including: plant list, most popular varieties, revenues, expenses, profit and recommendations.