

## WREATH SALE COMMITTEE 2023

The president will appoint a wreath sale chair and co-chair at the beginning of their term. This is a major fundraising project for the club and all members are encouraged to participate in making this a success.

Wreath sale committee responsibilities:

- Review previous years project reports to determine what worked and what needs to be reorganized for the current year.
- Secure a location for the wreath making process and plan the times of the work parties. Since we work in November to assemble the wreaths, special attention for weather forecasts needs to be part of planning times.
- Inspect previous inventory to see what might need to be purchased for the current year.
- Work with the budget committee and the treasurer to establish the expenses that are expected for buying the wreaths and any other supplies that will be needed.
- Design and print order forms and provide them to the members by October. Encourage all orders to have customer emails to solicit sales via the internet for upcoming sales.
- Contact publicity chair for press releases and radio announcements.
- Inform the hospitality committee of the dates of the work parties. It will be their responsibility to ask committee members to prepare food and snacks. The hospitality committee will be in charge of the coffee each day and contacting members to remind them of their duties.
- Create a sign-up sheet with the various duties and enlist club members to commit to filling the positions. Be prepared to explain any and all duties as needed to encourage members to help with this project.
- Plan a bow making party to have the majority of the bow already made so the wreath making process can move at a nice even pace.
- Prepare a spreadsheet that lists all the orders that have been collected. This should have mail merge capabilities to reduce manual tasks.
- Send reminders to all the members with their specific duties and times needed for the week of the wreath making parties.
- The committee chair will make arrangements for the delivery of the wreaths.
- Enlist a committee to set up and tear down the design location and assign a committee to transport the wreath making inventory (bows, babbles, etc.) to the design location.
- Please recycle.
- Members should deliver their orders, an established committee will help if needed.
- Prepare a project report on how successful the project was, and list items that need to be improved. This report should be completed for the next chair no later than February the following year.

Committees (not limited to):

- Design location set up and tear down
- Wreath orders and tags
- Inventory control
- Material selections
- Designers
- Quality control and financial control
- Holding area and delivery coordinators
- Delivery