Chadwick Arboretum & Learning Gardens Volunteers

Plant Sale and Auction Information – Message 3 of 3

This is the final message of three informational emails about the plant sale. Please take the time to read this message and give generously of your time for this event. If you missed Message 1 or 2, you can find the information on the volunteer only page of our website. Instructions can be found at the end of this message.

Here is what you can expect to find in this message:

3 Information Pertaining to the Week of the Sale

- Sale Dates and Times
- Critical Plant Sale Volunteer Training – Tuesday, May 3 at 6:00 p.m.
- Updated Plant Delivery Schedule
- Customer and Volunteer Parking Protocol During the Sale
- Officer on Duty Thursday Night
- Handicap Parking
- Restrooms
- Volunteer Tent During the Sale
- Tatoheads Food Truck is Back
- Food for Thursday Volunteer Workers
- Thursday Reception Food
- Plant Purchasing Guidelines for Thursday Volunteers who are Friends of Chadwick Arboretum
- End of Sale Cleanup – Saturday, May 7 at 3:00 p.m.
- Fire Sale – Monday, May 9
- Post Sale Cookout and Fiscal Update – Wednesday, May 25th at 5:30 p.m.
- Volunteer-Only Page at ChadwickArboretum.osu.edu

Sale Dates and Times

Thursday, May 5, 5:30 – 8:30 p.m.
    Premium Tree and Shrub Auction at 6:00 p.m.
    Pre-sale reception with gourmet food and entertainment

Friday, May 6, 8 a.m. – 7 p.m.
Saturday, May 7, 8 a.m. – 3 p.m.
    Premium tree and shrub auction at 9:00 a.m. each day

Critical Plant Sale Volunteer Training – Tuesday, May 3 at 6:00 p.m.

We have scheduled Training for all Plant Sale volunteers on May 3rd at 6:00 p.m. at the plant sale site. We will meet in the Cashier Tent. Please use Standard Volunteer Parking Protocol by stopping at the kiosk in the Agricultural Administration Building Lot, registering your license plate number, and parking in one of the Agriculture Campus Lots (Ag. Admin, Vivian, Plumb Hall, or Parker Food Science).
It is important that all volunteers who will be working at the sale attend this training. We have new procedures, new parking options, and new volunteers to meet. We will start with general instructions, answer questions, distribute t-shirts and badges, and introduce new volunteers. Then we will break into the various teams and the Team Leaders will give specific instructions for their areas. If you have signed up to work in multiple areas (and we hope you did), we will help you decide which training to attend.

Updated Plant Delivery Dates and Times

Delivery is a critical time for the plant sale. We need many, many volunteers, students workers, and staff to help unload, check in, move, sort, alphabetize, label, and water the over 15,000 plants that will be delivered in 3 days – rain or shine. Please access the doodle schedule and sign up for this critical time. If the spaces are all full, come join us anyway as we can definitely use additional help.

Please arrive 30 minutes before the first truck is scheduled to arrive to get your assignment. There are many different jobs during the delivery process. We will assign you a specific job and show you what is expected. Be prepared to wait for the delivery. These nurseries are very busy this time of year and are making several deliveries each day. They cannot guarantee a specific time. We will have donuts and coffee available each day to make the wait worthwhile.

Note: If significant changes occur at the last minute, we will send a special email with the new times.

Monday, May 2
9:00 a.m. Millcreek Perennials: 2,000
1:00 p.m. Smith Gardens: 225
Total = 2,225

Tuesday, May 3
9:00 a.m. Beck's Herbs and Perennials: 3,530
1:00 p.m. Greenfields Annuals and Perennials: 1,190
Throughout the day, bring Chadwick Annuals and Perennials from the Greenhouse: 1,200
This depends on weather and availability of drivers.
Total = 5,920
Wednesday, May 4  
9:00 a.m. Millcreek Annuals and Herbs: 4,210  
12:00 Noon Swainway Vegetables: 1500 vegetables  
2:00 p.m. Acorn Farms: 650 annuals and 125 hanging baskets  
Total = 6,485

Customer and Volunteer Parking Protocol During the Sale

New in 2016 our customers will be able to park for free in the G1 and G2 lots directly across from the 4H building and west of the Schott. They will also be able to park in the Vivian lot as in prior years.

On sale days ONLY, Thursday May 5 through Saturday, May 7, volunteers may also park in G1, G2, and Vivian lots without getting the standard parking pass from the Agricultural Administration kiosk. You may not park in G1 or G2 any other time – only on Thursday, Friday, and Saturday May 5-7. Tickets for parking incorrectly will not be forgiven.

After the sale (May 8th and beyond), you must use Standard Chadwick Volunteer Parking Protocol and get a ticket at the Agricultural Administration kiosk prior to parking.
Officer on Duty
We will have an officer on duty to assist customers and volunteers in crossing Fred Taylor Drive during plant sale hours. Please be careful and obey the crosswalk signs.

Handicap Parking
There will be several handicap parking spaces along the lane between the 4H Building and the sale site. Please respect these sites and leave them for those who need them.

Restrooms
There will be porta-potty units available during the sale. Volunteers are welcome to use the 4H Building restrooms when the building is open.

Volunteer Tent During the Sale
We will have a volunteer tent this year for your use during breaks. Please use it as a break tent and not to congregate for social hour during the sale. There will be coffee, water, and snacks in the tent for volunteers.

Tatoheads Food Truck is Back
Choose from natural cut fries, sweet potato fries, or tater tots. Decide whether you would like a gourmet seasoning, dipping sauce or both. For the foodie, in you choose, form our globally loaded combinations like the Canadian which is our very own Poutine which is fresh cheese curds and beef gravy. How about our cabernet braised beef or the Bengali which is pulled curry chicken with pineapple cilantro and onion. It's here, it's now, it's the best!

Food for Thursday Volunteer Workers:
We will provide dinner for those who are working Thursday evening. Food will be served at 4:00 in the barn. You need to be finished eating and at your station at 5:00 when the doors open. This is a very busy night so be prepared for the rush. If you are interested in helping with setup for this dinner, contact Trish Clark at clark2849@osu.edu.

Thursday Reception Food
We provide food for Chadwick Arboretum Members during the sale on Thursday night. Please do not partake of this food until after 8:00 p.m. We provide food for volunteer workers prior to the sale in the barn.

Plant Purchasing Guidelines for Volunteers Who Are Working Thursday Night and Who Are Friends of Chadwick Arboretum

If you ARE a current Friend of Chadwick Arboretum or renew your membership at the cash register on Thursday evening AND if you ARE working Thursday night, you may purchase plants between 3:30-4:30 on Thursday, May 5th.

The Wizard tent will open at 3:15 to start the checkout process. You may begin selecting plants at 3:00 p.m., not before. The cashier tent will close promptly at 4:30. We will not be able to accommodate those who are still in line after 4:30. The cashiers need time to eat before the sale opens for our Friends of Chadwick Reception at 5:00 p.m. Please understand that the wizards and cashiers are volunteers too and deserve your cooperation.

You must pay for your plants before 4:30 p.m. and get them off site immediately. There will be no holding area for your plant purchases. You may put them in the barn at your own risk as there will be no one to watch them.

If you ARE a Friend of Chadwick Arboretum and if you are NOT working Thursday night, you are invited to attend the Preview Party starting at 5:30 and purchase then. There will be no sales to non-workers prior to 5:00.

If you are NOT a Friend of Chadwick Arboretum, you may NOT purchase Thursday night even if you are working. If you become a member or renew your membership at the cash register between 3:30-4:30 Thursday night, you may purchase plants at that time.

Ask a Master Gardener Booth

Franklin County Master Gardeners will have an “Ask a Master Gardener” booth this year as well as their vegetable sales booth.

Plant List
The current plant list is available at ChadwickArboretum.osu.edu under events. It is helpful if you have a general familiarity with the types of plants offered. We do not expect you to know every plant but it helps to have reviewed this list prior to the sale. The auction list will be on the website as well but not until the week of the sale.

**Student Intern Workers**

We will be introducing this year's student interns on Monday, May 2nd. Please make them feel welcome.

**End of Sale Teardown – Saturday, May 7 at 3:00 p.m.**

When the sale ends at 3:00 p.m. on Saturday, we need you to stay and help with teardown. Each area needs to move all material to the bar, neatly organize it, and put it away. The barn has been cleaned from top to bottom so you should have plenty of room to organize your team's materials. Do not assume that someone else will take care of your materials.

**Fire Sale on Monday, May 9th at 5:00 p.m**

Hopefully we will sell out of plants by 3:00 p.m. on Saturday, May 7th. If not, any plants that remain will be offered at half price to those volunteers who worked at the sale. The fire sale will be held at the plant sale site on Monday, May 9th from 5:00 p.m. to 6:30 p.m. At the fire sale, you will select your plants, remove all price tags, add them up, and divide by 2. That is what you will pay. Feel free to round up! We will have a calculator and change available. **Cash or Check only** – we will not be able to accept credit cards at the fire sale.

**Post Sale Cookout and Fiscal Update on Wednesday May 25th**

The post-sale volunteer cookout and fiscal highlights meeting will be held at the Arboretum North Research Lake on Wednesday, May 25th at 5:30 p.m. Chadwick Arboretum will provide the grill items (hamburgers, brats, and veggie burgers), buns, drinks, and paper service. Please bring one of your favorite dishes to share.

**Volunteer-Only Page on ChadwickArboretum.osu.edu**

All pertinent Plant Sale information (and these email messages) will be posted on the Plant Sale Volunteer Page in the volunteer-only section of our website. To access this area:

1. Go to ChadwickArboretum.osu.edu
2. Select **Volunteering** from the top menu bar.
3. Select **Volunteer login** from the left menu bar.
4. **Scroll** to the bottom of the page.
5. User Name = **Chadwick volunteer** (note: capital C, lower case v, and a space between the words)
6. Password = **ohio6446** (no capital letters and no spaces)
7. Select **Spring Plant Sale** from the left menu bar. You can also access the Volunteer Hour Portal from this menu.
8. When finished, be sure to log out by selecting **Volunteer Logout** from the left menu bar. You are not automatically logged out when you turn off your computer so please remember to log out.