



**HPSO**

# Hardy Plant Society of Oregon Fall 2010 Plant Sale & Garden Festival VOLUNTEER SIGN-UP FORM

Volunteer Set up: Friday, September 17 from 11am-7pm  
 Sale Hours: Saturday & Sunday, September 18 - 19, 10am - 3pm  
 Portland Expo Center - Hall C

**EARLY SHOPPING for Volunteers is 8:30-9:45am Saturday and Sunday.**

Please **PRINT** clearly.

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing address if no e-mail: \_\_\_\_\_

Thank you for your interest in volunteering for the Plant Sale and Garden Festival!

Please register online or complete this form and return it to the Hardy Plant Society Office as soon as possible.

**Jobs are assigned on a first come, first served basis so be sure to get your form in early.** Some shifts fill up quickly, especially in the morning so please indicate at least two job/shift choices.

**I am willing to work \_\_\_\_\_ shifts.**

*(You will receive an \$8 coupon for plant purchases for every 2 shifts you volunteer to help offset parking fees.)*

**Please circle the JOBS and the TIMES you want in the appropriate columns, indicating at least 2 choices. Put a #1 by your first choice of time and job, #2 by your second, etc.**

JOB	FRIDAY		SATURDAY		SUNDAY	
	AM SHIFT	PM SHIFT	AM SHIFT	PM SHIFT	AM SHIFT	PM SHIFT
Set up	11am-3pm	3 - 7pm				
Pre-Sale Assistance			7:30am - 11am		8am - 11am	
Book Sales/Membership			9:45am - 1pm	12:30-3:30pm	9:45am - 1pm	12:30 - 3:30pm
Cashier			9:45am - 1pm	12:30-3:30pm	9:45am - 1pm	12:30 - 3:30pm
Cashier Assistant			9:45am - 1pm	12:30-3:30pm	9:45am - 1pm	12:30 - 3:30pm
Greeter/Door Security			9:45am - 1pm	12:30-3:30pm	9:45am - 1pm	12:30 - 3:30pm
Holding Area			9:45am - 1pm	12:30-3:30pm	9:45am - 1pm	12:30 - 3:30pm
Information/Reference			9:45am - 1pm	12:30-3:30pm	9:45am - 1pm	12:30 - 3:30pm
Runner/Floater			9:45am - 1pm	12:30-3:30pm	9:45am - 1pm	12:30 - 3:30pm
Tag Sort			9:45am - 1pm	12:30-3:30pm	9:45am - 1pm	12:30 - 3:30pm
Delivery/Carryout			9:45am - 1pm	12:30-3:30pm	9:45am - 1pm	12:30 - 3:30pm
VISA Operator			9:45am - 1pm	12:30-3:30pm	9:45am - 1pm	12:30 - 3:30pm
Sunday Breakdown						1 - 4pm

Comments or Special Requests: \_\_\_\_\_

**Questions?** 503-224-5718 or email [admin@hardyplantsociety.org](mailto:admin@hardyplantsociety.org), ph. 503-224-5718  
 or Linda Carson at [tlcarson@verizon.net](mailto:tlcarson@verizon.net), ph. 503-537-0525

**Signup online at [www.hardyplantsociety.org](http://www.hardyplantsociety.org)** or mail or fax this form to:

Hardy Plant Society - Plant Sale Volunteers, 1930 NW Lovejoy Street, Portland, OR 97209 FAX: (503) 224-5734

## **JOB DESCRIPTIONS** SHIFT HOURS VARY FROM JOB TO JOB.

Assignments are made on a first come, first served basis.

**Friday Set Up:** Unload plant and art vendors, put signs in place, mark off holding area, fold and assemble boxes. Gloves and knee pads are very helpful. *The shifts are 11am-3pm or 3pm-7pm*

**Pre-Sale Assistance:** Help vendors unload plants, monitor exit doors, assist with any morning set up. *Shifts are 7:30am-11am on Sat. or 8am-11am on Sun. This shift requires you to be working during Saturday and Sunday Early Shopping.*

**Book Sales /Membership Table:** You will be responsible for taking money/VISA transactions from customers purchasing books, and recruiting new members; also for supervising the book sales area and keeping it secure. *The shifts are 9:45am-1:00pm or 12:30-3:30pm. Training will be provided at 9:45am and 12:30pm.*

**Cashier:** You will operate a cash register, take cash, checks, gift certificates, and make change. *The shifts are 9:45am-1:00pm or 12:30-3:30pm. Training will be provided at 9:45am and 12:30pm. Saturday is a faster pace than Sunday.*

**Cashier Assistant:** (Two per cashier) The assistants help the cashier by handling a lot of the customer interaction. You'll pull tags, assist with check and credit/debit card transactions, help customers move through the line, and talk about the benefits of being an HPSO member. *The shifts are 9:45am-1:00pm or 12:30-3:30pm. Training will be provided at 9:45am and 12:30pm.*

**Greeter/Door Security:** Welcome and hand out boxes to customers as they arrive, give directions, monitor exit doors, check cash register receipts at exits and make sure there is a good supply of boxes. Can stand or sit. *The shifts are 9:45am-1:00pm or 12:30-3:30pm. Training will be provided at 9:45am and 12:30pm.*

**Holding Area:** The holding area is like a coat check for plants. Customers give you their plants, and you place them on the floor or a table and give the customer a claim number. A good back and knees are essential. *The shifts are 9:45am-1:00pm or 12:30-3:30pm. Training will be provided at 9:45am and 12:30pm. Saturday is a faster pace than Sunday—only the strong and able sign-up for this job, and THANK YOU!*

**Information and Reference Table:** Help customers find a specific plant or vendor, answer plant questions. *The shifts are 9:45am-1:00pm or 12:30-3:30pm.*

**Runner/Floater:** As a runner/floater, you need to be able to help customers find their way around the venue, direct people, and answer questions as you move around the sale. You will also do plant price checks and return lost plants to vendors. Our space is big and you must be able to walk and be on your feet. *The shifts are 9:45am-1:00pm or 12:30-3:30pm. Training will be provided at 9:45am and 12:30pm.*

**Tag Sorter:** Sorts the vendor tags by number. Job can be performed standing or sitting. This is a great job for people who like bring order to chaos while sitting down. *The shifts are 9:45am-1:00pm or 12:30- 3:30pm. Training will be provided at 9:45am and 12:30pm.*

**VISA Operator:** After the customer goes through the cashier line, the VISA Operator handles the VISA transaction. *The shifts are 9:45am-1:00pm or 12:30-3:30pm. Training will be provided at 9:45am and 12:30pm. Saturday is a faster pace than Sunday.*

**Carryout and Delivery:** You will assist customers with loading their plants into their vehicles when they drive up. A strong back and the ability to direct people are a plus. *The shifts are 9:45am-1:00pm or 12:30-3:30pm. Training will be provided at 9:45am and 12:30pm.*

**Sunday Break Down and Pack Up:** This crew helps the vendors load their vehicles, packs up and inventories equipment and signs, and loads the truck and moves everything to the storage shed. *Shift is Sunday from 1-4pm.*

*Please complete the form on the reverse and return it to the Hardy Plant Society Office as soon as possible. You may also sign up online.*

*Thank you!*