



Flower Team Co-Coordinator

Being a part of the C-MENT program is a positive and rewarding ministry for all involved and we appreciate your volunteer participation as a Flower Team Co-Coordinator. Your attention to detail and planning will make this an enriching time for all involved. The following guidelines are to let you know what your job entails.

JOB DESCRIPTION

- Coordinate the purchase, preparation and sale of flowers for each C-MENT performance.
- Prepare floral bouquets as a “thank you” for Directors and director’s assistants at the closing performance. Plan on 2 large bouquets and 3 small bouquets. Confirmation will be made before final show.
- Responsible for accounting and submission of monies.

PRE-PLANNING: *Communicate with the other co-coordinators approx. 2-3 weeks before Tech Week.*

- Approximately 2-3 weeks before the opening show, you will receive the budget for flowers for all performances. A suggested number would be estimating 1 flower per cast member in addition to the flowers for creating “thank you” bouquets.
- Create a schedule and identify roles for purchase of flowers, accessory items (cellophane bags, curling ribbons). Work with the Director of Volunteers (Christine Rogers: christinemuther@yahoo.com) to schedule sales coverage for all performances. Note: The flower team co-coordinators will each cover two shows.
- Determine if there are any leftover supplies from the previous show prior to making any purchases. Additional floral sleeves/tubes can be purchased online at Amazon.com. Ribbon can be purchased at Michael’s, JoAnn’s or WalMart.
- Purchase flowers on Wednesday; traditionally, we buy roses to sell. Costco is the best source for purchasing the flowers. It might be better to err on the lower side when initially purchasing flowers and be ready to purchase more for the second/third nights than buy too many and have a lot of extras on closing night.
- Check with PLC office personnel (Shaby Tolo: stolo@plc-church.org) to obtain white buckets to store flowers in ice water.
- Plan to assemble flowers during the rehearsal the night before the show (12/11, 5:30-7pm). Front of House volunteers will be available to help assemble flowers during this time.

FLOWER ASSEMBLY:

- Insert one rose with a sprig of greens into a flower sleeve. There are less expensive greens to use other than baby's breath – please check around to see what's available; you could also consider adding greens from a team member's yard. Tie ribbons to sleeve and curl ribbons.
- Remember to advise preparers that everyone will need their own pair of scissors.
- Put the assembled flowers in the PLC Library to store until show time. Placing ice in addition to water in the buckets will keep flowers fresh. Ice can be found in the PLC Kitchen icemaker (in a cabinet next to the ovens).
- "Thank You" floral bouquets are prepared for directors and other crew members to be given during intermission of the final show. You will receive confirmation from the President (Donna Liebrecht: donna.liebrecht@gmail.com) as to the number and size (either large or small) of bouquets. They don't need to be roses, but a floral variety. **Please note that the Music Director (Adele Buffington) is allergic to flowers containing pollen (e.g. lilies).**

PERFORMANCES:

- The C-MENT President will provide you with cash box and \$50 start-up cash.
- Plan to arrive 60 minutes prior to the show to set up. Flowers and candy grams are sold at the same table before performances and during intermission.
- You will be situated at a long table with the rest of the fundraising groups; all flowers and candy will remain at the church (in the library) throughout the course of the performances.
- Bring out flowers one bucket at a time for sale and refill as needed.
- Depending on quantities left on closing night, flowers/candy could be sold for \$1 at intermission or given to office staff to thank them for their help with the production. Check with an Advisory Board member on the last night to determine what to do with excess items.
- Be sure to gather up and turn in any remaining supplies that could be used for future flower sales. These can be turned in to an Advisory Board member.
- Two people (not related) must count, sign, date and witness all money envelopes before sealing them and provide the money envelope to the C-MENT Advisory Board member after each performance.

POST-PRODUCTION

- Submit all receipts (including receipts from Thrivent card purchases) and reimbursement form (download from c-ment.org/volunteercoordinatorpositions/) to either an Advisory Board member or the church office for Adele Buffington to approve for payment.

Thank you so much for your help – flowers are beautiful, positive encouragements for our cast! If you have any feedback that would help make C-MENT flower sales run more efficiently, please let us know!