

Tucson Cactus & Succulent Society

Pop-Up Garden Tour Program – Volunteer Task Descriptions

“Pop-Up Tours” are individual garden tours on scheduled Saturdays throughout the year.

It is the task of the garden committee to vet the gardens of members who request to be on the tour. That done the committee members organize and publicize the tours as a social and educational activity for TCSS members and their guests.

Volunteer responsibilities include;

Committee Chair

- Tour application review
 - Members fill out an online application from the TCSS website. When an application is received from the database, the chair receives an email notification.
 - The application can be reviewed immediately by a committee member with admin log in privileges.
- Task assignments to committee members and support as needed. Task that need assignment are listed below.

Tour Planning and Logistics

- Site is visited by the tour committee.
- Tour site visit to vet the site.
 - Is there sufficient parking, access and size to accommodate the anticipated member attendance.
 - The garden should include a good portion of cactus & succulents
- Schedule the tour. The member selects date options on the tour application. The committee tries to schedule the tour on one of these date options.
- Create the tour preview flyer. (examples are on each tour previously held)
 - The committee designer uses information from the application and photos supplied by the home owner OR photos taken on the site visit by the committee photographer.
 - We ask the homeowner to write their own text for the tour write-up. This is with an understanding that it may need to be edited to fit on one page with photos. (We can provide an outline of talking points if requested).
- Create a TCSS newsletter article each month that has a tour in it.
- Send the flyer and tour information to the TCSS webmaster AND the TCSS web calendar manager
- Contact the tech team committee to arrange a photo collection or video of the event for the TCSS website.

Tour “Day of” Support

- Committee chair arrives early to coordinate setup
- A traffic control person w/ orange vest puts out signs directing members to the home from the nearest major intersection(s).
- A traffic control person stands at the entrance of shared driveways or cul-de-sacs to direct visitors to the correct home when it may not be obvious.
- Sign in table – One or two “greeters” sit at a visitor registration table where visitors sign in. The greeter task is to welcome visitors and direct them to the traffic flow of the tour. Questions about plants are referred to the home owner or a knowledge volunteer. The greeter(s) will staff the table for a one- or two-hour shift depending upon how many volunteers for this task are available.
- Volunteers are helpful to direct visitors through the gardens and assist home owners if needed. On larger lots extra volunteers are important to direct visitors through the property
- Home owners are on hand to talk with visitors and answer questions.

Tour Follow-up

- Make or commission a tour homeowner appreciation plaque to be awarded the homeowner for display in their garden.

Committee membership roles (note – we try to have an understudy or backup person for each committee role.

Chair and optionally co-chair

Flyer designer

Photographer

Newsletter article writer

Traffic control person

Sign in table greeters – we need several teams of two for each tour