



MICHIGAN CONSULTANTS COUNCIL

Michigan Garden Clubs, Inc.

GARDEN WALK NOMINATIONS

HELPFUL HINTS FOR CLUBS

There is no official handbook to guide clubs through the process of planning a garden walk but here are a few suggestions to get you started. No Book of Evidence is required.

GETTING STARTED

- **Identify committee chair/co-chairs and captains**
 - budget, vendor tables fees, public sponsorships
 - ticket sales to public and day of walk
 - publicity -posters, newspaper articles, flyers and handouts, radio, rack cards at library
 - water stations, snacks at gardens
 - docents and guides in gardens with garden owner available for questions
 - information tables on MGC and local club flyers
 - vendors and location in one/all gardens
 - club demonstrations i.e. flower arranging, planting pots
 - demonstration area with chairs for visitors
- Do you want it to be a public viewing event? How many gardens can you view in one day – five or six?
- If the club does this annually then review the previous year for ideas and changes.
- Identify the unique gardens of your members, blue star gardens, public garden. How do they differ? Are they shade/sun gardens, water features, perennials, mixture of all, trees, unique plants, pollinator, sensory, moon or xeric?
- Number of gardens on tour. Are they close together? Will the tour be more than one day?
- Vendors – where? Each garden? One gardens? Will you sell spaces for vendors?
- Ticket pricing – Before event sales versus day of event at an increased price?
- Parking – city street limitations, residential restrictions, driveways, do you need guides or transports? Will you provide busing for touring all the gardens?

THEME/EDUCATION

- Will you provide the various gardens with additional items for a theme? Examples include: Quilt designs, Victorian, tea parties, gardening with animals, children's horticulture, friendship garden, etc.
- Children's activities – treasure hunt for small animals, garden hats, garden tools, special herb plants to touch/smell
- Contest score sheets – Children's discovery in each garden. Make & Take for children with free plant.
- Refreshment Break -central area with some tables/chairs?
- Set up plant lectures or flower arranging workshops during the day at specific times using garden plants or a Flower Show Arranger Demonstration.

PUBLICIZING THE DAY OF WALK

- **MAKE IT A FUN EVENT:**

Docents and guides could wear embroidered club logo shirts/aprons, period costumes, embellished garden hats. Create displays of themed items like container gardens, wagons of flowers, flowered quilts displays, window boxes, table settings in the gardens. Put balloons on mailboxes to show location or signage in front of the houses.

- **REGISTRATION TABLE DISPLAYS:**

- Will there be flyers/handouts on Michigan Garden Clubs, local clubs, volunteer opportunities with contact information to join the garden club?
- Scheduled time of demonstrations?
- Children's hunting sheet?
- Signup sheets for prospective new members?
- Registration table tent if it rains?
- Floral arrangement on registration table
- Where will Raffle tickets be sold for a large item? Check guidelines from State of Michigan.

FINAL DAY OF PREPARATION:

- Schedule docents/hostesses to visit the garden assigned to them. Tour and be aware of the garden pathways for visitors.
- Provide all written plant descriptions to docents and miscellaneous information.
- Set up tables, tents, displays the night before or early morning the day of walk.
- Finalize vendor table spaces at the gardens.
- Prepare refreshments and set up locations.
- Set up table/chairs for registration at each site with all appropriate flyers, tickets, children's materials
- Identify emergency procedures and communicate to all hostesses in every garden. Procedures for emergencies should be on a flyer for easy access if necessary.
- All signage and balloons should be in place to identify gardens.

AFTER WALK ACTIVITIES AND REVIEW:

- Some clubs plan a reception with refreshments after the walk for volunteers to relax and review the day's events.
- Remove all chairs and tables from gardens plus other miscellaneous items.
- Send thank you notes/or present a gift to the owner of the gardens.
- Schedule a serious review at the club meeting to share highlights and lowlights of the walk.
- Finish preparing the Garden Walk packet of information to be sent in for the MCC Garden Walk Award.
- Review the budget to recover any losses/gains in monetary funds.
- Pat yourselves on the back for a very successful garden walk!!!!!!



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Landscape Garden Walk Award Requirements

\$150 awards are given to:

If there is a tie in scoring garden walks in each category a decision will be made to give more than one award in this category by the judging committee.

Club membership up to 20

Club membership 21 to 50

Club membership 51 and above

No Book of Evidence is required.

In a large envelope, mail to the Awards Chair below and include the following: MGC Award Application, Walk Map/Ticket, Publicity, Labeled photos of the garden walk (limit 14), educational handouts, a one page narrative that showcases the walk: brief description of gardens, number of club members and their participation, member recruitment and educational displays, etc.

The following scale of points is used to Judge Garden Walk Entries

10 points – Completed Award Application Sheet with all sections filled in.

10 Points -- Clarity of map, tour schedule, location of gardens

20 Points -- Overall appearance of gardens (plants, pathways, features)

20 Points -- Variety of garden types (Shade, rock, formal, water, native plants, woodland, rain gardens
pollinator, sensory, xeric)

10 Points -- Publicity (posters, newspaper articles, store flyers, radio, farmer's market handouts)

10 Points -- Educational Value (Plant markers, worthy features, children's activities)

10 Points -- Club Involvement (membership recruitment, # of members involved)

5 Points -- Miscellaneous (Floral designs, plant sales, displays, refreshments)

5 Points -- Table for information on MGC, local club, volunteer information with contacts

100 Points

DEADLINE FOR SUBMITTING AWARD PACKET IS OCTOBER 15

Kathy Wolverton, Awards Chair

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