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Bringing Back the Natives Garden Tour
10:00 – 5:00, Sunday, May 3, 2009

Overview of Tour Expectations

It is our goal to have a well-organized tour that will be enjoyed by both the host gardener and garden guests. This checklist of expectations was developed to clarify the host gardener's responsibilities for the participating in the Bringing Back the Natives Garden Tour. It also outlines what the tour coordinator will provide and do.

The Host Gardener will:

- Ensure that the garden is in "showcase condition" and that your natural gardening techniques are exemplary. Based upon host garden applications, gardens are expected to be maintained with natural gardening techniques.
- Be at home for the seven-hour (10:00 a.m. – 5:00 p.m.) event and be available to answer questions about your garden. (Volunteers will be available to assist also.)
- Help solicit volunteers for half a day on the day of the tour. The tour coordinator will solicit volunteers, however, approximately 250 are needed. Hosts will be asked to inquire whether friends, neighbors, or colleagues would be willing to help at their garden.
- Schedule a pre-tour garden orientation with your volunteers at a time determined by you and your volunteers. (This orientation will allow your volunteers to be a more valuable resource during the tour.)
- Agree that a description of your garden can be posted on the website, and that visitors can photograph your garden on the day of the tour.
- Identify hazards such as loose path stones, hoses, garden tools, etc and resolve potential problems in advance of the tour. Store hazardous items in an area that is off-limits to tour guests or plan the tour to avoid these areas. Identify any natural or other hazards such as yellow jacket nests, or fragile structures, etc. Prepare and post signage for guest "off limits" or caution areas if needed.
- Confine pets for both pet and guest safety.
- Secure valuable property. Tour guests will not be permitted in your home. This will be stated in the garden guide.
- Identify parking issues.
- Provide a basket or similar item in which garden tickets will be placed, and a vase or jar for donations.
- Provide a small table on which to place the ticket basket, evaluation form and hand-outs, and one to two chairs for the garden greeter(s).
- On the day of the tour set up the tour garden sign in the front yard so that it is easily visible to those driving by.
- Wear your host Bringing Back the Natives Garden Tour t- shirt on the day of the tour. Volunteers will wear a shirt of a different color so that the attendees can distinguish the host from the volunteers.

- Label your native plants. This will provide guests with the information they are seeking (“What is that plant?”) without having to ask; labeling plants will also make the day easier for the host.
- Provide an electronic copy of your native plant list to the tour coordinator for inclusion on the website. (This will allow visitors to bring your plant list with them on the day of the tour.)
- Optional: provide visitors with additional information specific to your garden. Examples of the types of information tour participants will find useful include: before and after photos; placing photos of plants in bloom next to the plants that flowered earlier in the spring; a laminated plan of the garden that visitors can carry around to identify specific plants; or a description of how the garden was built. The more of this information you prepare in advance, the more visitors will get out of visiting your garden. This preparation will also make the day go more smoothly for you.

The Bringing Back the Natives Garden Tour coordinator will provide the following for each host garden:

- T-shirts for hosts and volunteers to wear on the day of the tour.
- A garden tour sign for the front garden, and a “Your Donations Support the Tour” sign for the registration table.
- Educational materials for visitors.
- Promotion and registration for the garden tour.
- Production and distribution of a garden tour guidebook for tour participants, hosts, and volunteers.
- Volunteers to help staff the garden. (As it will be difficult to find as many volunteers as we would like to help staff the host gardens, we will ask for your help in finding volunteers for your garden. Please let us know if you have family, friends, or neighbors that would be willing to assist on the day of the tour.)

And now, a brief t-shirt question:

I (or we) will need:

One t-shirt only.

Small Medium Large X-tra large

Need a second shirt for spouse/partner. Here is her/his size.

Small Medium Large X-tra large

I/we already have Host t-shirts, and won’t need more this year.

_____ (Please initial) I agree to return the tour materials (sign, evaluations, left-over hand-outs, donations) to the tour coordinator within two weeks of the event. One or two Garden Soirees will be planned during that time in order to make the return an easy and pleasant experience. Drop off sites are expected to be available in Oakland, Walnut Creek, Livermore, and San Pablo. (Your volunteers can be recruited to bring tour materials back for you, but if they can’t help, you are responsible for ensuring that the materials are returned.)

Please return this signed form as soon as possible, but no later than July 31, 2008. Please keep a copy for your own reference.

Questions about the tour can be directed to Kathy Kramer at (510) 236-9558 between 9 am and 9 pm, or e-mailed to Kathy@KathyKramerConsulting.net.

Host Gardener (print name)

Host Gardener (signature)

Date

Address/city/zip/phone

Please return to:

Kathy Kramer, Bringing Back the Natives Garden Tour Coordinator

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San Pablo CA 94806

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