

Bringing Back the Natives Garden Tour
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Bringing Back the Natives Garden Tour
10:00 – 5:00, Sunday, May 5, 2013

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 list of expectations was developed to clarify the host gardener's responsibilities for participating in the Bringing Back the Natives Garden Tour, and 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 the information provided in the 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.)
- Solicit volunteers for half a day on the day of the tour. The tour coordinator will solicit volunteers, however, approximately 150 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 tour day place 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.
- 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.
- 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 of your garden; 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 written description of how the garden

was created. 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.
- 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 few brief t-shirt questions:

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 another one this year.

Our garden is is not certified as a Backyard Wildlife Habitat by the National Wildlife Federation.

Our garden is is not at least partially wheelchair accessible.

For returning hosts:

I would would not like to give a 15 minute talk(s) on the day of the tour. The title is:

(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. (You are welcome to ask your volunteers if they can return your tour materials back, but if they can't, you are responsible for ensuring that the materials are returned promptly.)

Please return this signed form as soon as possible, but no later than August 31, 2012. (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