

Native plant sale coordinator tasks, month by month

Month	task	Committee meeting?	2022 hours/ month
January	Hang banners, coordinate yard signs, post social media and website announcements, monitor website sales	optional	22
February	Continue same tasks from Jan, prepare report to the board for board meeting	optional	18
March	Same tasks as above in the first ½ of the month, finalize orders after ordering window closes, communicate with vendors, prepare emails to customers for pickups. Board reports	Yes	35
April	Continue communication with vendors, finalize online and tent orders, recruit and prepare instructions for volunteers. Board reports	Yes 2x in the month	39
May	For two weeks (from tent delivery to tent pickup), this is a +40 hour per week job. Receive vendor dropoffs, coordinate volunteers, plan pickups and tent sale. Board reports	Yes 2x in the month	127
June	Review final budget to actual, prepare next year's budget. Board reports	Yes, 1 followup	4
July	Next years general planning	Optional	11
August	IBID	yes	9
Sept	IBID	no	6
Oct	Specific planning	no	1.5
Nov	IBID	no	6
Dec	Review online selections with committee, plan coming year's activities.	yes	12