

Holmlea Gardens Allotment - Open day checklist

Organisers: Allotment association committee, with a hard core of 6 people

Preparations before the day:

Weeks before show	Activity	Who we asked	Date collected
8	Call for jams, preserves, empty jam jars donations for tombola, bric-a-brac, books etc	Allotment members	Collected in communal hut up until event
1	Call for home baking	Allotment members	Brought in on day
12	Booked Bouncy castle	Local company	Delivered on day
4 - 6	Asked for donations for <ul style="list-style-type: none"> - raffle prizes (14) - refreshments for tearoom 	Local businesses	Collected before event
1 - 4	3 work parties to tidy site*	Allotment members	
8	Find judge for plots and fruit and veg		
6	Request to borrow tables from local church	Local church	
1	Final work party to put up marquees and do last minute preparation	Allotment members	

What happened on the day:

Time	Activity	Who
? – 10.30am	Enter vegetables, flowers and fruit into plot show	Members
10.30 – 12.00noon	Plots and show entries judged	Judge – usually invited member from nearby plot
10.30 – 12.00 noon	Put out stalls and produce for sale	Members
12.00-12.30pm	Prizes awarded for Best plot, Best vegetable, Best half plot, Best newcomer etc.	Judge and members

12.30 – 2.00pm	Final preparations for Open day, including harvesting vegetables and flowers for sale	Members
	Bouncey castle arrives and is put up	
2.00-4.00pm	Doors open to public 20p donation for entry Activities include: Bouncey castle, tea room, prize vegetables and flowers in tool hut, Stalls: veg and flowers, jams and pickles, home baking, bric-a-brac, tombola, books	
4.00pm-.....	Clear up and relax with food and drinks into the evening	Allotment members

After the event:

- Unsold vegetables (if there are any) given to local church
- Books given to local Oxfam shop
- plastic bottles/cans/cardboard recycled
- Church tables returned

Insurance: Our annual site insurance includes public liability

Publicity:

- News release to Extra, Glaswegian and other local papers
- Posters to all local shops
- Banner on gate

* At Holmlea each member must contribute a minimum of 4 hours communal work each year to ensure the whole site is kept in good order. We're asked to make sure we've done at least 2 hours before the show.