

## **Cultural Event Organizing Guidelines and Checklist:**

Thank you for offering to organize an event for the larger community. Your event can be people's first entry into the Garden. It can attract new members. It fulfills our mission of providing a green space for people who live and work here. It can also be an opportunity to invite people closest to you to enjoy the fruits of your (our) labor.

This guideline was created to help YOU have an enjoyable and smooth event, preserve the Garden, keep visitors safe, maintain our reputation and honor our legal obligations.

### **\_ Have fun**

### **\_ Abide by Garden By –Laws**

**\_ Obtain Approval:** from Membership (for new events), from Steering Com. for ongoing events.

**\_ Obtain Garden Event Packet:** Garden receipt record forms, 501 © 3, Material for the Arts letter, guidelines for recycling, GreenThumb Events Form. (Contact Mor Pipman, Michelle Morales or Debra Glass).

### **\_ Money:**

\_ Designated person responsible for receipts. Name: \_\_\_\_\_

\_ Paid all contributors in full.

\_ Fill out Garden receipt record forms. *After all purchases have been made, ALL recpts are in and entered on the Garden re-imbusement form: give them to Debra for bookkeeping. Once she has the receipts she will authorize Elizabeth to pay you back (unless other arrangements have been made).*

\_ Copy of budget and disbursements to Debra.

### **Safety for the Garden/guests:**

\_ At LEAST one gardener on duty at the front gate. (NOT the organizers).

Name: \_\_\_\_\_

\_ One person circulating around the Garden during the event. Name: \_\_\_\_\_

**Funding:** We can help point you toward funding. Remember, you will be representing the Garden, using the reputation we've built.

\_ Notify and get approval to use Garden name from Co-Chairs to apply to funding source.

\_ Complete any requirements of the funder: final reports, etc.

\_ Copy of final outcomes to Co-Chairs or \_\_\_\_\_

### **Other Resources:**

Materials for the Arts (MFA). Mor, or an authorized Gardener will write a letter for you to use.

\_ Written thank you letters (required by MFA). Copy to Chairs.

- \_ Local merchants: Inform/get okay from Chairs if you are making requests on Garden's behalf.
- \_ Materials in the shed. Check to see what we have. Share the sharable items. Each festival has a storage space. Leave it orderly. For keys, speak to Mor.
- \_ Partner with a relevant community organization to share resources with. Honor Partnerships we have developed.

### **Announcements:**

- \_ Garden Members: Send an email to the membership in advance. Ask for volunteers. People like to help!
- \_ Post to Lauren (email: [lauren@gill-design.com](mailto:lauren@gill-design.com)) for the Garden website.
- \_ Flyers: Post on Garden gate/BRC about 10 days before the event.
- \*Thank all contributors: GreenThumb, Parks Department, Council Member Gerson, and other contributors.
- \*Address (directions are optional) Depends on who you are trying to reach.
- \*Translation: We use three languages. Chinese, Spanish and English. We will help if needed. We pay translators \$20 per flyer if needed.
- \*Announcement to Greenthumb: Send them a notice of the event.

### **Recycling: (see Garden recycling guidelines)**

As a community garden we are a model for sustainability. We try to use recycled tableware, etc. whenever possible. Reduce the amount of plastic in giveaways etc.

### **Documentation:**

- \_ Send Photographs to the Website through Flickr (only key holding members).
- \_ Document what you learned for later events. Send copies to Co-Chairs. List contacts that might make sense to share.

### **Miscellaneous:**

If hosting a cultural event please be sensitive to the culture you are looking to honor.

**Current Festivals/Commemorations:** Juneteenth: org. Debra Glass, Elizabeth Hubbard: Partner BRC. Sukkot: org. Susan Bell, Vicki Kurtz, Mor Pipman: Partner Eldridge St. Restoration Synagogue Project. Moon Festival: Christina Tsang, Cindy Wu, Paul Fox: Partner BRC. Samhain/Halloween/Day of the Dead: K Webster, Mor Pipman, Michelle Morales. Cinco de Mayo: Anne Marie Ugarte, K Webster.

*Date of last update: September 3, 2007*