**2025 FUNDRAISING PLANNING SHEET**

As soon as possible...

* Begin planning your Fundraiser. Choose your option, the date(s) of the fundraiser, and how you wish to promote it.
* Contact Shady Lane Greenhouse to reserve your spot on the fundraising calendar, and/or to schedule your preferred delivery or pick-up method. Your delivery options are:
	+ Your vehicle(s), your driver(s): Free
	+ Our truck, your driver: $70.00 per truck
	+ Our truck, our delivery $100.00
* Complete the **Fundraising Organization Information Sheet** and submit it via email or mail.

**\*1) If you are selling flowers and plants,** a price list is enclosed with suggested retail prices for you.

* Begin promoting your Fundraiser to start selling the flowers and plants.

**PLANT DELIVERY OR PICK UP**

* Two weeks before your date, tally your customers’ orders and enter your totals into the enclosed **2025 Plant Sale Order Forms**. Make copies of the order form for your records and return the original form to us.
* Submit a deposit of 50% of your total order to *Shady Lane Greenhouse*. You may write a check or call with credit card information.
* For plant sale pick-up and delivery:
	+ Unloading: We ship all orders on carts for easy unloading. Please provide enough time and help to unload.
	+ Counting: Please count your items while the driver and truck are present.
	+ Sorting: We recommend sorting your items before your customers arrive. For smaller orders, you might want to organize products by customer. If you have many customers, organize plants by variety and color, then place signs by each for easy identification.
	+ Please call us with any questions.

 **\*2) If you choose the Voucher option,** see page 4 of this packet (2025 Fundraising Voucher Planning Page) to create the vouchers or order forms you plan to use, then promote this voucher option to your organization.

* Send your customers to Shady Lane Greenhouse to shop and use their vouchers.

**\*3) If you choose the Give Back option,** please call or email Kathy to submit your organization request-information is exchanged at the register so it is critical to be on the official list at checkout.

Following your fundraiser…

* Shady Lane Greenhouse will send you an invoice for the balance of the items your organization purchased.
* For organizations participating in the Voucher or Give Back option, we will submit payment to you.