PURDUE UNIVERSITY | Extension

PURDUE EXTENSION
MASTER GARDENER PROGRAM

To: Extension Master Gardener (EMG) Coordinators and "Plant Info To Go" Booth Workers

From: John Orick, Purdue Extension Master Gardener State Coordinator
Pam Fisher, Purdue Extension Master Gardener Program Assistant
Karen Mitchell, Consumer Horticulture Extension Specialist

CC: Carey Grable, Purdue Extension Educator, Marion County
Emma Mendez, Purdue Extension Educator, Hamilton County
Steve Cline, Advanced EMG, Marion County
Paul Ransberger, Advanced EMG, Marion County
Randy Banks, Advanced EMG, Hamilton County
Jacquie Banks, Advanced EMG, Hamilton County

Date: February XX, 2022

Re: Indiana Flower & Patio Show Passes for EMG volunteers and important information

Thank you for volunteering at the "Purdue Plant Info To Go" booth at the 2022 Indiana Flower and Patio Show!

The enclosed passes are good for 1 entry and will be collected at the door. Per Indiana State Fairgrounds policy, all visitors, including volunteers, will need to pay $10 per vehicle at the gate (cash or credit) for parking. Please visit https://www.indianastatefair.com/p/visit/parking for more information about parking.

All Purdue Extension Master Gardener volunteers must adhere to the Indiana Flower and Patio Show Covid-19 safety policies. You can read the policies at:

https://indianaflowerandpatioshow.com/ (updates at top of the page)

N95 masks are available at the booth for each volunteer staffing the Plant Info To Go Booth. We encourage all volunteers to wear a mask while working their shift.

The Purdue "Plant Info To Go" booth is located in **Exposition Hall** at the Indiana State Fairgrounds Indianapolis, IN (see enclosed map for booth location). Information about the Indiana Flower & Patio Show and more detailed directions can be found at http://indianaflowerandpatioshow.com. You might want to allow for extra time to reach the fairgrounds.

Steve Cline and Paul Ransberger, Marion County Advanced EMG's and Randy and Jacquie Banks, Hamilton County Advanced EMG's will be opening the booth for us each day. The computer and booth supplies should be ready when the first group arrives in the morning. Instructions for closing at the end of the day will be posted in the booth.

To help prepare, Master Gardener volunteers are encouraged to visit the volunteering at the Purdue Plant Info To Go webpage at:

https://www.purdue.edu/hla/sites/master-gardener/volunteering-at-the-purdue-plant-info-to-go-booth/

Purdue University Cooperative Extension Service is an equal access/equal opportunity institution.

On this webpage you will find:

- A schedule of counties staffing the booth
- Instructions for emailing publications to booth visitors
- An orientation for all Purdue EMG volunteers staffing the booth
- Information about parking at the Indiana State Fairgrounds

The booth will be furnished with a Purdue Master Gardener Manual, Purdue Plant and Pest Diagnostic Lab information, and other reference books. A laptop with live Internet connection will be available in the booth so you may reference Purdue publications as needed. Purdue EMG volunteers will be able to email Purdue publication web links to visitors. Instructions on how to do this will be included in the orientation for booth volunteers.

You will be asked to track contacts (the number of people you help) as you work at the booth; these statistics are essential for showing impact of the Purdue EMG Program. Tally forms will be available at the booth for this purpose.

We expect that individual volunteers who cannot work their shift will either find a replacement or work that out with their EMG Coordinator. If, due to weather related or some other emergency your entire group will NOT be able to work their shift, PLEASE CALL or EMAIL us as soon as possible. We will try to find another group to cover for you, if we have enough advance notice. Please realize that on short notice it may mean that the booth will remain closed.

For URGENT issues either prior or during your assigned shift, contact John Orick at 765-496-7956. You may also email questions to Pam Fisher, fisherpj@purdue.edu or John Orick, orick@purdue.edu.

Thank you for volunteering and enjoy the show!

Enclosures: Passes for EMG volunteers
Exposition Hall Floor Plan
Schedule of county shift assignments