

To: Purdue Extension Master Gardener (EMG) County Coordinators and EMG Volunteers

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

Cc: Randy Banks, Hamilton County Advanced EMG
Jacquie Banks, Hamilton County Advanced EMG
Steve Cline, Marion County Advanced Master Gardener
Carey Grable, Purdue Horticulture Educator, Marion County
Courtney Lockwood, Extension Educator, Purdue Extension, Hamilton County
Paul Ransberger, Marion County Advanced EMG

Date: July ?, 2023

Re: Purdue "Plant Info to Go" Booth at the 2023 Indiana State Fair

Thank you to all the Purdue Extension Master Gardeners who have volunteered to work in the Purdue "Plant Info to Go" booth at the 2023 Indiana State Fair! Included with this letter are Indiana State Fair passes for Extension Master Gardener volunteers, a schedule of county shift assignments, a map of the Indiana State Fairgrounds with the location of the Purdue Extension Building (also referred to as the Farm Bureau Building), and a diagram of the Purdue Extension Building showing the location of the booth. Please distribute this information to Extension Master Gardeners who have volunteered to work the booth for your county's designated shift.

The enclosed passes will need to be presented by the volunteer for free entry to the fairgrounds. When possible, at least one experienced Extension Master Gardener should be on duty during each shift. Volunteers are asked to wear their Purdue Extension Master Gardener name badges while working in the booth. Our allotted space is for a non-vendor information booth; thus, no items can be offered for sale in our booth.

Indiana State Fairgrounds parking costs \$10.00 per vehicle and traffic can be slow to get parked. Additional information about parking options is available at <http://www.indianastatefair.com/state-fair/general-information/parking/>. Volunteers should allow adequate travel time to arrive for their shifts.

The Purdue "Plant Info to Go" Booth, where Extension Master Gardeners will be volunteering, is located in the Purdue Extension Building. The location of the Purdue Extension Building can be referenced on the enclosed map of the Indiana State Fairgrounds and the diagram of the Purdue Extension Building.

Marion County Advanced Extension Master Gardeners, Steve Cline and Paul Ransberger, and Hamilton County Advanced Extension Master Gardeners, Jacquie and Randy Banks will be opening the booth for us each morning. Computer and booth supplies will be ready to go when your group arrives. Instructions for closing the booth at the end of the day will be posted in the booth and on the webpage below.

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/>

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 Fair

The booth will be furnished with a Purdue Extension Master Gardener Manual, Ortho Problem Solver, Plant and Pest Diagnostic Lab information, Purdue Master Gardener program fliers, and other reference books. A computer and live Internet connection will be available in the booth for access to information on the web so that Purdue publications can be referenced as needed.

Purdue Extension Master Gardener volunteers will be asked to track contacts (number of people they help) as they work at the booth; these statistics are essential for showing the impact of the Purdue Extension Master Gardener Program. There will be forms available at the booth for this purpose.

Also, NEW this year, there will be an interactive activity for show patrons. The “Lawn Weed Challenge” will give booth visitors a chance to practice identifying some common lawn weeds using live plants! Instructions for EMG volunteers will be provided.

We expect that individual volunteers who cannot work their shift will either find a replacement or work that out with their County EMG Coordinator. If 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 if your group does not show up.

For URGENT issues either before or during your assigned shift, contact John Orick at 765-496-7956 (calls will be forwarded to a cell phone after normal work hours). You may also email questions to Pam Fisher, fisherpj@purdue.edu, or John Orick, orick@purdue.edu.

Enclosures: Passes for EMG volunteers
Schedule of county shift assignments
Map of Indiana State Fairgrounds
Diagram of Purdue Extension Building