



## CHRISTMAS STOCKING PROJECT CHAIRMAN

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1. Have general supervision of the event.
2. Contact the Plum Street Tiny Home Village manager in early September to learn how many:
  - a. people are living in the village and
  - b. pets and what type.
3. Assign a Christmas stocking seamstress.
4. Sign up members to sew Christmas stockings at the September club meeting. A stocking pattern will be provided.
5. Send out an email to the membership in October using Sign-Up Genius (<https://www.signupgenius.com>) to organize the collection of items that will be used to fill the stockings and given as presents to the Village residents.
6. Completed stockings will be brought to the October club meeting to be shared and admired by all! This helps bring the project to life and involve more garden club members.
7. Contact the Village manager in November again to:
  - a. confirm the current resident count and
  - b. make an appointment for the stockings and gifts to be delivered (usually in early December).Keep track of what items have been committed to being donated and what items are still needed.
8. Pass around a sign-up sheet at the November meeting. List items still required.
9. Send another email to the general membership in November. This email should clarify any items that are still needed. It's important to involve as many members as possible.
  - a. Announce the time and place for stuffing the stockings.
  - b. Confirm the delivery appointment date and time.
10. On the appointed December day, gather and fill the stockings using a buffet line formation. Allow one and a half hours to organize the work party and fill the stockings. Items can be brought to club meetings ahead of time, if member is unable to attend the stocking filling and delivery day. The stockings and gifts are then delivered to the manager and the residents that are present. It takes many trips, carrying armloads into the Village from the parking lot and having five or six people makes light work for everyone.
11. In January the chair will get input from the manager about what items were particularly well received by the residents so that we can be sure to include those items again next time. Make notes of what worked well and where we can improve the process.