

# STEP-BY-STEP INSTRUCTIONS FOR USING THE BLOOM BOX KIT

## **What you need to do before the Ideas in Bloom workshop**

1. Set a date and time.
2. Determine which staff members will be involved.
3. Determine how many participants you can accommodate.
4. Determine if your workshop will include the participants making a combination that they will take home with them and if you will charge a fee for materials (and how and when you will collect the fee.)
5. Set-up your customized information in the Word document for the postcard invitation on the enclosed zip drive. Imprint customized message onto the supplied preprinted postcard invitations and send out to predetermined customer list.
6. Set-up your customized information in the Word document for the 11" x 17" announcement poster on the enclosed zip drive. Print out as many posters as you can use on sturdy white paper. If you don't have an 11" x 17" printer, take the formatted art to a local output source. Place posters in high-traffic areas of your garden center and other locations in your community.
7. Review the PowerPoint presentation with all staff members who will be part of the workshop to determine how best to use it and/or customize it for your workshop. You can use the PowerPoint and accompanying script to determine what plants, containers, and other materials you will want to have on hand for the workshop. You can make notes to the script to customize the presentation to match your staff's comfort level and to fit the time line you have established for the workshop itself.
8. Review the three printed pieces that are included in the kit to determine how best to use them based on the format you have decided to use for your workshop.
9. Additional invitations, brochures, t-shirts and balloons can be purchased by going to [www.provenwinners.com](http://www.provenwinners.com).

## **What you need to do the day of the Ideas in Bloom Workshop**

1. Set up your presentation space so it is inviting. Consider the number of participants; whether it will be a hands-on DIY workshop or presentation only; how you will use the PowerPoint – projection needs, etc.; what plants/containers/tools you will need to have on hand and how to set them up so the presentation is lively, interesting, and efficient. Use Proven Winners balloons included in the kit to decorate the area.
2. Have staff wear Ideas in Bloom shirts and be ready to greet participants as they come into the garden center.
3. Have list of participants ready so that you can check each person in and let them know what to expect from the workshop.
4. Start and end on time. Begin with introductions and an explanation of what participants can expect from the workshop. Leave time for questions at the conclusion.

## **What you need to do after the Ideas in Bloom Workshop**

1. Evaluate the workshop using feedback from staff and participants, so you can use that information for future workshops.