

**INSTRUCTIONS FOR MASTER GARDENER BOOTH WORKERS**  
**2006 Indiana Flower & Patio Show**

**Computer:** The computer is provided to serve as a tool for you to find information for visitors to the booth. Please do not allow the public to use the machine. Press the power key (top left) to power up the computer.

We have created a special home page that will automatically load when the computer is started. From the home page, you can connect to a number of different information sources. We have copied the Master Gardener Handbook Companion CD to the laptop and you can access the CD with numerous Extension publications by clicking the link on the home page. You can print publications as needed.

If the computer should stall or seem otherwise unresponsive, just restart the computer by holding the power button down until the computer shuts off (about 10 seconds). Then press the power key again to restart.

**Handouts:** We have business cards to distribute to those interested in our website addresses. We also have copies of the Purdue Master Gardener Program Brochure (HO-184) for those interested in the Master Gardener Program. You can write the phone number for the local county extension office on the brochure (a list of participating Extension office phone numbers is in the booth). Gardening CD order forms are available to be given away to those interested. We also have handouts for Emerald Ash Borer and Mulch & Formosan Termites.

**Aprons:** The Flower and Patio show very graciously provided aprons bearing the new Purdue Master Gardener logo for MGs to wear while working the booth. Please wear one while you're in the booth. **These aprons are Purdue property—please leave them at the booth when finished.**

**Plant Samples:** If anyone brings a sample of a plant or pest to be identified or diagnosed and you can't handle it yourself, refer the visitor to their local county extension office and Purdue's Plant and Pest Diagnostic Laboratory (PPDL) (see link on website).

**Reference Books:** The Master Gardener notebook and reference books are for your use at the booth only! **Please do not let anyone borrow them.**

**Plants:** Plants in our booth area are not available for sale.

**Tracking visitors:** In an attempt to record impact, we'd like to have an approximate count of visitors to the booth. Please keep a tally each day (forms are available in the booth). Leave the completed tally sheets in the folder when you leave.

**Shutting Down:** At the end of the day, quit all open programs, then hold down the power button until the machine shuts off (about 10 seconds). Also, please do not shut off all the monitors, etc. individually — instead, **after the computer is shut down switch off the power strips. There are two, each mounted under the ends of the front counter.**

*Thanks for all your help and enjoy the Show!*

**Peggy Sellers, State MG Coordinator**  
**765-494-4713 (work)**  
**765-366-0138 (cell)**

**Rosie Lerner, Consumer Hort Specialist**  
**765-494-1311**