



July 13, 2007

Re: Master Gardener State Fair Booth 2007

Dear Master Gardener Program Coordinators and Volunteer Booth Workers:

First, many thanks to all who have volunteered to work at the Purdue Master Gardener booth at the State Fair. Included with this memo are the passes for your Master Gardener Volunteers, the schedule of counties working the booth (your county is highlighted) and a map of the fair grounds. We are able to provide these passes for entry into the fair, but Master Gardeners will be responsible for their own parking. Please distribute a copy of this letter and a map to your workers along with their worker pass. Both the map and the letter are available to download from the Master Gardener website at <http://www.hort.purdue.edu/mg/resources.html>.

The booth is set up to comfortably accommodate up to 4 volunteers at a time, so for those counties sending more than 4, plan to split shifts accordingly. When possible, at least one experienced Master Gardener should be volunteering during each shift. Volunteers should wear their Master Gardener name badges while working in the booth. Our contract with the State Fair is for a non-vendor information booth; thus, no items can be offered for sale in our booth.

The booth will be in the Ball State Ag/Hort Building. The building is located at the west end of the fairgrounds, across the road from the Pioneer Our Land Pavilion. Enclosed is a map of the fairgrounds to help folks locate where to go (near Gate 18 on the map). Directions to the fairgrounds are available at <http://www.in.gov/statefair/fair/general/maps.html>.

Volunteers should plan to arrive at the booth at least 15 minutes before the start of their shift, and be sure to allow plenty of time for parking and walking to the Ag/Hort Building.

To help prepare, volunteers are encouraged to view a self-guided orientation that will be available on the Purdue MG Website at <http://www.hort.purdue.edu/mg/resources.html> in August. A printed copy of the orientation will also be available at the booth. Someone will be there each morning (either from the State MG office or the Marion Co. MGs) to assist in opening the booth and getting the computer up and running. Information about closing the booth at the end of the day is covered in the orientation booklet.

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The booth will be furnished with an MG notebook of Extension bulletins, the MG CD Companion, an Ortho Problem Solver, Plant and Pest Diagnostic Lab information, Master Gardener program fliers, and other reference books. A live Internet connection will be available in the booth for access to information on the web as well as connection to a printer so that Purdue publications can be printed out as needed.

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

Many thanks for your help and please let us know if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "B. Rosie Lerner".

B. Rosie Lerner
Master Gardener State Coordinator
765-494-1311
rosie@purdue.edu

A handwritten signature in black ink that reads "Pam Judd".

Pam Judd
Master Gardener Program Assistant
765-494-4713
psjudd@purdue.edu

Encl:

Passes for MG Volunteers
State Fair MG Booth Schedule
Map of State Fairgrounds