

AGG Library Flowers Duties and Schedule

updated April 2017

- Be in charge of reminding the members of their scheduled date to provide a floral arrangement or plant for the Atherton Library, and delivering it on Monday and picking up their container the following Monday
- Reminding them that if they aren't able to keep their time to contact another member to switch dates with them.
- Let the Atherton library director know you are handling the flowers and give them your contact information so that if a week is missed you will be notified. In 2017 the director is:XXXXXXXXXXXXXXXXXX
- Get the contact information for the director in case there is a need to communicate with the library.
- Vases are stored upstairs in the library if a member is late picking up their vase. Stop by the library and see where this area is at the beginning of the year so you can direct members with lost vases.
- The library schedule is located in the AGG year book each year
- Guidelines for arrangements are:
 - Arrangement or living plants are fine.
 - Best to choose something that won't need water during the week.
 - The library is careful with containers and we seldom have any problems getting them back but it is best to use a container that isn't dear to you.