

Pre-Sale Coordinator Kit

2023



Contact Allison Bolt with any questions
716-280-0766 or Allison.Bolt@NiagaraHospice.org

Pre-Sale Coordinator Kit

WELCOME COORDINATORS!



DEAR COORDINATOR,

Thank you for taking part in our 2023 Spring Bouquet sale to benefit Niagara Hospice. As a pre-sale coordinator, all you need to do is spread the word about the sale to your co-workers, friends and family, take their orders and collect money. On or before **February 15th**, you will report the number sold, and schedule a date for delivery. Please use the items in this kit to enhance your sale. Once again this year, we will offer purchasers the option to donate their bouquets to Niagara Hospice patients and Niagara County veterans.

*NEW THIS YEAR:

- We are now offering a 30 stem "Memories in Bloom" bouquet for \$25. These bouquets can also be donated to a Niagara Hospice patient or Niagara County Veteran.
- Niagara Hospice Spring Bouquet stickers to be placed on each individual bouquet before handing out.
- We are working on opening a Venmo account. More details to come!

Included in this packet you will find:

- All deadline and delivery information
- Bouquet Tally Sheets
- Bulletin Board Flyers
- Half sheet flyers (just copy & put in co-workers mailboxes)
- Small thank you cards for those that donate their bouquets
- A table tent sign to put at your desk or wherever you desire!
- Money envelopes
- PayPal QR code/Hospice website QR code
- Niagara Hospice Spring Bouquet stickers

Post your flyers, send a company e-mail, post on your social media accounts to get the word out. Check out our posts on the Niagara Hospice Facebook page for updated info.

Additional copies of forms will be available at NiagaraHospice.org. If you have any further questions, please call Allison Bolt at 280-0766, or e-mail at Allison.Bolt@NiagaraHospice.org.

The support you provide helps us achieve our mission of providing the right care, in the right place, at the right time to Niagara County residents and their families. Thank you again for choosing to help Niagara Hospice, how wonderful it is to be a part of such a compassionate and caring community.

Sincerely,

Allison Bolt

Special Events Coordinator



COLLECTING MONEY

STANDARD BOUQUETS (10 STEM): \$10
MEMORIES IN BLOOM BOUQUETS (30 STEM): \$25



Acceptable Forms of Payment

1. Cash
2. Check made payable to Niagara Hospice
3. Credit card payments via our website (Visa, Discover, or MasterCard)
4. PayPal (can use PayPal balance or credit card payment)

Credit Card Payments via our Website

1. Visit www.NiagaraHospice.org
2. Click on Events Tab-Spring Bouquet Sale 2023
3. At the bottom of page, click on "Order Hospice Spring Bouquets"
4. When ordering, check the box "Pick up from my Pre-Sale Coordinator" and include Pre-Sale Coordinator Location
5. Person can order as many as they would like-and I will email you (pre-sale coordinator) any orders that come in through our website for your location. Just add them to your list as PAID!

OR

Open the camera on your phone and scan the QR code provided.
This will take you directly to the order form on our website.

PayPal using QR code

1. If you have a PayPal account open the PayPal app
2. Hit the Scan/Pay button on bottom left
3. Scan the QR code provided
4. Type in amount to be paid (\$10 for standard bouquet/\$25 for Memories in Bloom Bouquet)
5. In the Note section please provide your name and your pre-sale location

Deadline and Delivery Information

DEADLINE

Please have your "number sold" to me before **Tuesday, February 15th** at the latest! I can always add a few last minute orders if needed.

PAYMENT

Payment can be given to the volunteer on your delivery day, mailed or dropped off to Niagara Hospice 4675 Sunset Dr. Lockport, NY 14094 **Attn: Allison Bolt**

DELIVERY

We can deliver pre-sale flowers starting **Monday, March 6th through Saturday March 11th** between the hours of 9am-4pm. We cannot guarantee anyone a specific delivery time. We will do our best to deliver to schools before 2pm and businesses before 3pm.



HELP SPREAD THE WORD



POSTERS/LOGOS/SOCIAL MEDIA

- Hang up your Spring Bouquet posters in your staff break room
- Half sheet flyers (just copy & put in co-workers mailboxes)
- Our Spring Bouquet Logo and other helpful social medial tools will be available on our website!

SAMPLE EMAIL

It's time to think spring and help Niagara Hospice with their annual Spring Bouquet Sale. I am the Pre-Sale Coordinator for **insert company name here** and I will be taking pre-sale bouquet orders now through February 15th. There are two different bouquet options this year! Choose from a standard bouquet for \$10 or a beautiful 30 stem "Memories in Bloom Bouquet" for \$25. If you don't know who to give your bouquet to you can donate a \$10 or \$25 bouquet to a current Niagara Hospice patient or a Niagara County veteran.

Bouquets will be delivered here to our **office/school** on **insert delivery date here**. If you would like to order a bouquet, a sign-up sheet is located **insert location here** or respond to this email and I will sign you up. Payment is due by **February 15th**. If you have any questions, feel free to call me at **insert phone #**. Thank you so much for your support of Niagara Hospice!

FREQUENTLY ASKED QUESTIONS



- Cash is accepted and checks can be made payable to **Niagara Hospice**
- If you choose to give your money envelope to your driver, please have your envelope ready and accessible for the driver. They are making multiple deliveries on a timed schedule and may be in & out quickly.
- Forms are for your use, no need to turn them in, all we need is your total number to be donated and delivered.
- Pre-Sale orders are due by **Wednesday, February 15th**
- Last minute additions can be accommodated
- Money envelopes can be **mailed** to Niagara Hospice at 4675 Sunset Dr. Lockport, NY 14094 **Attn: Allison Bolt, dropped off** at same address or arranged to be **picked up** at time of delivery.
- Plastic buckets that flowers come in can be recycled or dropped off at Niagara Hospice after the sale
- If people choose to donate their spring bouquets to patients, they are delivered by our volunteers and clinical staff on their visits. Donations to the veterans go to the Niagara Falls Air Base for distribution the week following the sale.
- 280-0766 or allison.bolt@NiagaraHospice.org to contact Allison directly-if you can't get a hold of Allison please contact Colleen at 280-0728
- **Most importantly**...we cannot open every case and inspect every bouquet for quality, if you receive bouquets that are not up to your standards, please let me know and I will replace those. We want everyone's bouquet to be beautiful!!

Thank You