

Pre-Sale Coordinator Kit

March 9-
March 14
2026



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 2026 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 18th** 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.

Included in this packet you will find information on:

- Money Collection
- Deadline & Delivery Information
- Spring Bouquet Promotion
- Answers to Frequently Asked Questions

All pre-sale coordinator 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



MONEY COLLECTION

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



New This Year!

A minimum order of 12 bouquets is required for delivery to your location. If your total pre-sale order is fewer than 12 bouquets, you will need to arrange pick-up at Niagara Hospice during the designated pick-up window.



Standard Bouquet
\$10



"Memories in Bloom
Bouquet
\$30

Acceptable Forms of Payment

1. **Cash**
2. **Check made payable to Niagara Hospice**
3. **Credit card payments via our website**

Credit Card Payments via our Website

1. **Visit www.NiagaraHospice.org**
2. **Click on Events Tab-Spring Bouquet Sale**
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 Allison 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.

DEADLINE & DELIVERY INFORMATION



DEADLINE

Please have your "number sold" to Allison before Wednesday, February 18th at the latest! We can always add a few last-minute orders if needed. **For teachers who will be on February break, please submit your totals by Friday, February 13th.**

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 will be delivering pre-sale bouquets Monday, March 9 through Saturday, March 14, between the hours of 9 a.m.–4 p.m. Although we cannot guarantee exact delivery times, we will make every effort to deliver to schools before 2 p.m. and to businesses before 3 p.m.

Please note:

Monday is always our busiest delivery day. Because of this, we're adding a delivery cap for Mondays this year. If Monday isn't showing as an option when you sign up, that means we've reached our limit for that day and we kindly ask that you choose another available date.

SPRING BOUQUET PROMOTION



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 18th. 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 \$30. If you don't know who to give your bouquet to you can donate a \$10 or \$30 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 18th**. If you have any questions, feel free to call me at **insert phone #**. Thank you so much for your support of Niagara Hospice!

ANSWERS TO FREQUENTLY ASKED QUESTIONS



Pre-Sale Process:

- **Pre-Sale orders are due by Wednesday, February 18th**
- **Last minute additions can be accommodated**
- **Forms are for your use only.** You do not need to turn them in; we only need your total number to be donated and delivered.

Payment Information:

- **Cash is accepted, checks can be made payable to Niagara Hospice, and credit card purchases via our website.**
- Money envelopes can be:
 - **Mailed** to Niagara Hospice at 4675 Sunset Dr. Lockport, NY 14094 (Attn: Allison Bolt)
 - **Dropped off** at the same address
 - **Given to your volunteer the day of delivery.** If you choose to give your money envelope to your driver, please have it ready and accessible.

Donating Bouquets:

- If someone chooses to donate their spring bouquet, they are delivered by our volunteers and clinical staff during patient visits.
- **Veteran designated bouquets** are taken to the Niagara Falls Air Base for distribution the week following the sale.

After the Sale:

- Plastic buckets that the flowers come in can be recycled or returned to Niagara Hospice after the sale.

Contact Information:

- For questions, contact **Allison** at **716-280-0766** or Allison.Bolt@NiagaraHospice.org
- If you cannot reach Allison, please contact Colleen at **716-280-0728.**

Quality Guarantee:

- **Most importantly:** We cannot open every case and inspect each bouquet for quality. If you receive bouquets that are **not up to your standards**, please let us know and we will replace them. We want everyone's bouquet to be beautiful!

Thank You 