



**First** JUSTICE WITH  
LOVE AND JOY,  
OPEN TO AWE  
**Unitarian  
Universalist**  
SOCIETY OF SYRACUSE

## HOLIDAY FLOWER DISTRIBUTION WORKSHEET

**Greenhouse:** Zerrillo's-7581 Taft Road, East Syracuse, NY 13057- Phone-656-8466

**Date of Distribution:** \_\_\_\_\_ **Date of Newsletter Deadline:** \_\_\_\_\_

**Dates of Order of Service Notice Deadline:** \_\_\_\_\_

**Date of Initial Greenhouse contact:** \_\_\_\_\_

**Dates of Donation Tables:** \_\_\_\_\_

**Date of Final Greenhouse contact/order:** \_\_\_\_\_ **Date of Flower Delivery:** \_\_\_\_\_

### Tasks to be completed:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> List of recipients created                                  | <input type="checkbox"/> Notice put in Newsletter                     | <input type="checkbox"/> Initial Greenhouse Call |
| <input type="checkbox"/> Notice created for Order of Service                         | <input type="checkbox"/> Order form received                          | <input type="checkbox"/> Order form completed    |
| <input type="checkbox"/> Delivery Form created                                       | <input type="checkbox"/> Greenhouse Order placed                      | <input type="checkbox"/> Donation tables set up  |
| <input type="checkbox"/> Delivery date confirmed w/greenhouse & Office Administrator |   |  |
| <input type="checkbox"/> Recipients & deliverers matched                             | <input type="checkbox"/> 3 X 5 cards made                             | <input type="checkbox"/> "Friendship" cards made |
| <input type="checkbox"/> Flowers de-sleeved  | <input type="checkbox"/> Flowers arranged in Sanctuary                |  |
| <input type="checkbox"/> Volunteers to help-distribution Sun.                        | <input type="checkbox"/> Flowers re-sleeved on distribution Sunday    |  |
| <input type="checkbox"/> Flowers distributed to deliverers                           | <input type="checkbox"/> List of donors for Order of Service prepared |  |
| <input type="checkbox"/> List of donors and deliverers for newsletter prepared       |   |  |