

Christmas Tree Sales Planner

Around November 1, determine how many trees to buy and research tree sources or contact Ridgeline Tree Farm to order trees. Obtain a check for one half of the order as a deposit.

P.O. Box 1045 Molalla, OR 97038-8710 Ph (503) 829-6550 Fax (503) 829-6559

Contact the Calistoga Christmas Bazaar to reserve a booth. Obtain a check for the booth rent.

Contact the California State Board of Equalization to obtain a temporary sales tax permit.

Prepare and file a Unit Money Making Form with the Silverado/Mt. Diablo District Office.

Set sales price for the trees and mail presale letters to prior year buyers. This helps with deliveries on the day of the sale.

Arrange for storage of the trees from delivery until the bazaar. The trees should be kept in water. Winery picking bins make great containers.

Obtain a check for the invoice balance upon delivery of the trees.

Arrange for the trees to be delivered to the Bazaar on Friday.

Sign up parents and scouts to help with decorating the booth on Friday and selling and delivering the trees on Saturday.

Create price posters and sales/delivery receipts. The trees will be tagged different colors representing their height.

Obtain some cash to make change on Saturday morning.

Keep track of the hours that scouts work and provide the numbers to the Treasurer to allocate the profits to scout accounts.

Arrange for sales of any trees not sold at the bazaar. Steve Franquelin has let us sell at the Pet Clinic in the past.

Total the cash at the end of the day and provide the total to the Bazaar representatives. Remember to deduct the beginning cash.

Prepare the Sales tax form and obtain a check for the amount due. File the tax return.

Obtain a check for the shipping charges and send to Ridgeline.

Suggested supplies for day of sale: tablecloths, extension cord, power strip, peg board hooks for wreaths, handsaw, broom, dustpan, Christmas lights and table decorations, tape, hammer and nails to display trees, wooden tree stands (three to four), tape measure, cash box, sales receipts for delivery addresses, pens