

Creating a New Educational Demonstration

Purpose

Visual demonstrations are great tools to attract people to our Plant Clinic booths. These demos can also be used for other presentations. These items are typically stored in the shed. A list of available demonstration items is stored on our website.

<https://hanovermastergardeners.org/hmga-storage-shed/>. In order to ensure consistency in creating new demos, the following guidelines should be followed.

Scope

- The topic of the demo should be relevant to the occasion and the needs of the community.
- The suitability of a demo topic must be approved by Angelette.
- Each demonstration should be contained in preferable one box which is clearly labeled with the name of the demo on all sides and top. If there is more than one box, the boxes should be labeled as 1 of X, 2 of X, etc.
- Size and weight should be considered to facilitate transportation of the demo.
- The demo should be easily put together.
- All associated information should be provided to our webmaster to be added to the website.

Box Content

Each demo box should contain a binder with the following information:

- Front of Binder - Cover page with the name of the demo and date of construction
- Page 1 – Cover page with the name of the demo and contact information for the demo designer
- Page 2 – Description/Purpose of the demo, what is included (i.e. are there multiple boxes or additional items for the operation of the demo)
- Page 3 – Directions on how to set up the demo (with a picture of assembled demo if needed)
- Remaining Pages – Education-based documents providing detailed information on the subject of the demo
- Somewhere in the notebook should be a “Publication Links and Further Information” page that lists the link information of all the education documents included in the binder. Also included on this page should be all of HMG contact information. Handouts of this page should be available.
- Finally, there should be documents that are typically included with a Plant Clinic Box which may not accompany a standalone demonstration such as “How to Become a Master Gardener”, Business cards, etc.

Associated Documents

- <https://hanovermastergardeners.org/hmga-storage-shed/> - How to find the shed, descriptions of demo items currently stored in shed and a spreadsheet listing the current status of the stored demos. Some are quite old and need updating.
- There are several examples of well-documented demos located in the shed.

Examples of documentation for one of the current demonstrations to use as reference.

