

Lucia

Income-Expense Comparison and Projection								
	2006		2010		2014 projection	2014 Budget	2014 Actual	
Income								
Ticket Sales	\$19,360.00	645@\$30	\$16,125.00	537@\$30	\$24,500.00	\$24,500.00	\$24,240.00	Budget: 700@\$35; Actual: 649 @\$35 + 38 @\$40
Boutique Sales	\$2,528.50		\$4,116.00		\$4,000.00	\$4,000.00	\$5,000.00	
House Sales	\$1,665.75		\$1,499.94		\$2,500.00	\$2,500.00	\$4,089.00	Euc: \$1,104; Min.: \$1,454; Watch.: \$1,161; West.: \$970
Ad Book Revenue						\$3,000.00	\$6,775.00	
Contributions	\$220.00				\$195.00	\$0.00	\$0.00	Coldwell Banker had paid for tickets, but took the ad book back cover instead
Reimbursements	\$69.80						\$0.00	
Total	\$23,844.05		\$21,740.94		\$31,195.00	\$34,000.00	\$40,104.00	Total Revenue
Expenses								
House Supplies	\$4,436.02		\$4,182.31		\$6,000.00	\$4,000.00	\$4,636.27	Euc.: \$1020.64; Min.: \$1,177.36; Watch.: \$1,243.69; West.: \$1,194.58
Boutique Supplies	\$399.98		\$958.12		\$1,200.00	\$1,000.00	\$1,005.06	
Boutique Location						\$300.00	\$342.00	Room fee: \$192; Maint. Fee: \$50 for 1st hour and \$10/hr thereafter = \$150
Local Print Advertising	\$60.00		\$53.48		\$500.00	\$200.00	\$112.50	1 TAP online ad
GCNJ Advertising						\$140.00	\$140.00	1 luncheon ad book ad @\$60 and 1 Fall Newsleaf ad @\$80
Yard Signs					\$0.00	\$280.00	\$280.00	25 yard signs, 2-sided, 18x24 inch \$13.20/sign - \$2.00/stand = \$11.20/sign
Yard Sign Stands							\$0.00	Borrowed from the YMCA
Tickets	\$266.60		\$235.83		\$195.00	\$195.00	\$180.90	1000 gloss 4-color, 4x9" @\$165 + postage for mail order of \$15.90
Outlet Stand-up Signs						\$10.00	\$10.00	5 8"x10" signs for retailers & library case.
Posters	\$57.25		\$33.00		\$50.00	\$57.50	\$62.10	50 posters at \$1.15 for 11 by 17"
Tri-fold Brochure	\$250.00		\$275.00		\$370.00	\$0.00	\$0.00	Replaced by Ad Book
Ad Book						\$2,550.00	\$1,540.00	800 8.5x11 folded, cover gloss 80#, color outside only/inside blank, 24 pgs b/w
Ad Book additional run						\$0.00	\$67.50	Extras for advertisers + envelopes
Bookmarks						\$70.00	\$70.00	1,000 count
Save-The-Date Postcards						\$93.00	\$93.00	1,000 4-color glossy
Photography	\$33.99		\$25.00		\$50.00	\$0.00	\$0.00	Covered by photographer
Banners						\$173.74	\$162.00	Surf Dog Printing: 1 banner for the circle 12'X6' & 1 for boutique 3'X6'
Protective Booties					\$92.00	\$48.00	\$48.00	\$48 for 300 pairs
Miscellaneous							\$97.21	Photo albums for homeowners; thumb drives for 2018 co-chairs
	\$265.00					\$0.00	\$53.15	Bank fees
Total	\$0.00		\$0.00		\$8,457.00	\$9,117.24	\$8,899.69	Total Expenses
Net	\$18,075.21		\$15,978.20		\$22,738.00	\$24,882.76	\$31,204.31	

YEAR	DATE			
TYPE/EVENT	Deck The Halls 2014			
THEME	Varied by house			
CO-CHAIRS	Beth Siano & Pat Wilson			
ADMI\$SION	\$35 ahead of time & \$40 at the door			
LOCATIONS	210 S. Euclid Av.,	288 Watchung Fork,	625 Westfield Av.,	1011 Minisink Way
HOMES	Jaruzelski	Womelsdorf	Torcicollo	Harrison
HOME CoChairs	N.Smith/J.Sitcer	A.Cowell/J. Barna	M.Pietruszki/C. Schmidt	T.Criscitiello/P.Badala
BOUTIQUE	1 ST UNITED METHODIST CHURCH, 1 East Broad Street			
PARTICIPANTS	71 of 73 members			
ATTENDANCE	649			
BUDGET	Income: \$34,000 – Expenses: \$9,117.24 = Profit \$24,882.76			
ACTUAL	Income: \$40,104 – Expenses: \$8,899.69 = Profit: \$31,204.31			
OTHER	Income is from ticket sales, house decorations sales, boutique sales, and ad book revenue. 2014 is the first time we emphasized house decoration sales and produced an ad book.			
	Members req'd to sell 4 tickets; tickets also sold at Baron's, William's & Christoffer's. Day of tickets sold also at the 4 tour houses and at the boutique.			
	Boutique site was excellent: plenty of room and parking, bathrooms, place to sit down, water.			
HISTORICAL RECORDS CONSULTED	Photo Album	X		Barbara Mullin
	Schedule/Ad Book	X		Pat Wilson
	Monthly newsletter	X	Monthly	Inge Bossert
	Press coverage on file	X	Monthly	Irene Greenstein

Expense +
Cochar Tasks

Vendor Letters
Homeowner

DECK THE HALLS 2014
CO-CHAIRS EXPENSES ALLOCATED

DATE	PAYEE	Description	CHECK #	AMOUNT	TOTAL
PUBLICITY					
5/19/2014	GCNJ	Ad in June Luncheon Ad Book	101	-\$60.00	
5/22/2014	Sir Speedy	Bookmarks and Save-The-Dates	102	-\$163.00	
6/13/2014	GCNJ	Fall Newsleaf	103	-\$80.00	
FY 2013-2014		Total Pre-Paid Expenses			-\$303.00
PUBLICITY					
9/19/2014	Sir Speedy	Posters: \$62.10; Ticket Signs: \$10	p/o 105	-\$62.10	
10/10/2014	Sir Speedy	Lawn Signs	106	-\$280.00	
11/2/2014	TAP Into, LLC	On line ad	116	-\$112.50	
11/7/2014	Beth Siano	Misc. supplies	117	-\$78.43	
11/7/2014	Surf Dog Printing	Banners	118	-\$162.00	
1/13/2015	Beth Siano	Cross Allocation for Trees (Plug)	p/o 162	-\$0.02	
					-\$695.05
TICKETS					
9/19/2014	Sir Speedy	Tickets	104	-\$165.00	
9/19/2014	Sir Speedy	Posters: \$62.10; Ticket Signs: \$10	p/o 105	-\$10.00	
12/17/2014	Carolynn Pulliam	Tickets: Postage Reimbursement	140	-\$15.90	
					-\$190.90
BOUTIQUE					
11/12/2014	1st United Methodist Ch.	Boutique Hall Rent	119	-\$192.00	
12/6/2014	Gussie Jakubowski	Church Maintenance Staff	127	-\$150.00	
					-\$342.00
AD BOOK					
12/18/2014	Sir Speedy	Ad Book: Pd from Sav. Acct. 5295	Bank Chk	-\$1,540.00	
1/7/2015	Sir Speedy	Additional Programs/Envelopes	161	-\$67.50	
					-\$1,607.50
MISC. EXP.					
12/30/2014	Haven Savings Bank	Additional Checks	Auto Chg.	-\$33.15	
3/31/2015	Haven Savings Bank	Stop pmt fee for Check 150	Auto Chg.	-\$20.00	
3/31/2015	Pat Wilson	Homeowner Albums	164	-\$42.77	
4/4/2015	Pat Wilson	Thumb Drives for 2018 Co-Chairs	166	-\$23.97	
					-\$119.89
FY 2014-2015		Total Co-Chairs Expenses for FY			-\$2,955.34
FY 2013-2015		GRAND Total Co-Chairs Expenses			-\$3,258.34
		Minus allocate costs: tickets, ad bk, bout.		-\$2,140.40	-\$1,117.94

*1 photo framed
Thank you*

Deck The Halls Co-Chairs Tasks

Jan.

Work with House Selection Co-chairs to select houses; contact owners; walk through houses to confirm flow; confirm selection for the tour with the homeowners. 5.6

✓ Obtain location for boutique. - Methodist Church -

✓ Staff co-chair positions.

• Convene initial meetings of the house, boutique and publicity co-chairs to discuss their responsibilities; prepare handouts and electronic files for co-chairs; give signs to house co-chairs. email to them too.

• Convene initial introduction/walk-through of all houses with the house co-chairs.

• Walk through boutique location with boutique co-chairs.

• Coordinate House/Boutique sign-ups making sure all staffing is adequate and balanced between experienced and inexperienced members. Create a poster board for each house with photo/sign-up sheet. Disseminate the completed master sign-up sheet to house and boutique co-chairs.

• Coordinate with R&H Newsletter to provide monthly articles/notices.

• Attend each initial house team meeting to answer any questions and explain theme, rules of the road, aspirations, and expectations as well as to offer participation in the summer workshops.

• Collect and coordinate house plans to avoid duplication among houses and to determine what item(s) each house will provide to the boutique. How many items

• Prepare and deliver Member Responsibilities at March meeting. **Form: Responsibilities**

• Purchase booties (Amazon \$9.23/50 w/free shipping >\$35) or arrange for plastic bag donation. - 646 attention 2014

• Coordinate nametags with VP/Membership chair. Make sure all new members have the DTH nametag. - reverse side of existing name tag

• Attend summer workshops.

• Work with Flowers Co-chairs to determine if there will be central ordering of flowers or if each house will order and pick up its own flowers. If houses do their own flowers, arrange meeting with flower and house co-chairs to discuss process. Arrange pick-up times with House Co-Chairs on the Wednesday before the tour. **Much better** to have each house manage its own flower orders.

• Ask Sharon Tittle to deliver the ticket selling "Pep Talk" at October meeting.

• Coordinate with Tickets Chair and distribution locations (Baron's, Williams Nursey, Christoffer's)

• Coordinate with DPW for street clean-up prior to tour and police (if necessary) as well as banner hanging.

• Place order for Friday lunch for Houses and Saturday lunch for Boutique. Make sure they deliver!

• Arrange for the bulk purchase of roping, boxwood, oasis, and wire. Work with house, boutique and flower co-chairs to determine these orders. These are not paid out of the house budgets, but are allocated among the houses when the final income/expense statement is done. - wholesale or newark county Bergen county Tracy place? Check Morris County farms.

• Contact Home Depot for donation of cut trees for houses. Live trees are purchased. may not need

• Coordinate with Craig Stock and Bartlett Tree Service to drop off greens at one central location. Houses and Boutique pick up the greens from that location.

• Deliver trees to houses Tuesday before the tour.

• Prep cash boxes and name tags for houses and boutique. \$100/house and 2@\$500/Boutique.

• Attend Friday evening Members and Families Tour.

• Deliver cash boxes, booties/bags, name tags, etc. on Tour Day. 9 AM

• Pick up cash boxes at end of day.

• By the end of the following week [after all houses have delivered cash boxes/ any club member IUO's are paid] count funds from each source & prepare final financial report.

• Deposit funds into appropriate Tour account(s).

• Coordinate with Program and Hospitality Chairs for Afterglow Party on December General Meeting date.

In Bloom Times

Ready for Feb meeting

Farms for flowers

no tag

Also thought about these ideas, but they didn't make the cut:

- Prepare list of items that are to be underwritten/sponsored. We initially thought there might be a raffle function within the Boutique, but that didn't happen. The only items that were donated were Christmas trees from the Home Depot and bottled water at the Boutique from Shop Rite and Trader Joe's.
- Coordinate with Program Committee to make the September general meeting a DTH Showcase for the houses/boutique or an auction of Christmas items. WAY too early for the development of the themes and decoration.
- Coordinate with Flower Arranging Committee to make the centerpieces at the June luncheon something inclusive/reflective of the house tour.

September meeting - see to allow some time for co-chairs & committee to meet and discuss.

Co-Chairs Still To Do List

October

10/30 Contact Methodist church: Joe Guarraci, 908-233-4211, ext. 213

- Final walk-through scheduled for 11/12, 2:30 – 3:00
- Coordinate with Boutique chairs
- Deliver 2014 insurance certificate
- Deliver check for hall rental and custodian's first hour
- Confirm access/departure and custodian's tasks
- Confirm banner installation on 12/4 and removal 12/6

10/30 Contact DPW: Jim Gildea 789-4041, administrator@westfieldnj.gov, Joan Thermann, exec asst, jthermann@westfieldnj.gov; email response 10/30 saying OK

- Get proofs from Surf Dog *Barbara Murphy & Speedy*
- Get banners from Surf Dog
- Deliver large banner (12'x3') to Jim's office for his team to hang on the circle

November

11/1 Posters/Lawn Signs: meet with the Pelikans on 11/1 at 11:00 at their house

- o Posters - 50 posters; put up on or about 11/1
 - o Rich and Jeanie will place 30 posters throughout the local area; do not do Baron's, Christoffers, Williams, or Coldwell Banker east because they have ticket sales posters
 - o 1 reserved for Paula Long to place at RWJ gym
 - o 6 for Pat to place at Manny's diner, Rustic Mill diner, Shop Rite Liquors, Flair Dry Cleaners, Continental Tailors, Garwood Post Office, Clark A&P, Vaccaro's, Deli King
 - o 6 for Beth to place at Stop N Shop, Vicki's, Bagel Chateau, Train Station, Showroom Car Wash, Westfield Diner
 - o 1 at the Bramnick office
- o Lawn Signs ¹⁵~~50~~ signs; put up on or about 11/15 - *Barbara Murphy*
 - o Ask at Board for suggestions for locations - especially Scotch Plains, Fanwood, Cranford
 - o 1 at each of the 4 tour houses
 - o 2 at Shadowlawn
 - o 6 at the Circle
 - o 1 at Jeanne Ryan's parents' house on Blvd.
 - o 1 at Colleen Schmidt's house on Blvd.
 - o 1 at Beth Siano's on Clark St.
 - o 1 at Pat Wilson's on Willow Grove
 - o 1 at Lucy Wilson's on West Dudley
 - o 2 at park on North and West Dudley
 - o 1 at Barbara Mullin's house on New Providence Road
 - o 1 at Mary Smith's house on Lawrence Ave.
 - o 1 at Nancy Smith's house on Tremont
 - o 1 at Kris Luka's on Elm Street
 - o 1 at Beth Hanscom's on East Broad St.

- o 1 at Carolynn Pulliam's on Arlington
- o 1 at Kay Cross' on South Chestnut
- o 1 at Karen Jolley-Gates' on Highland
- o 1 at Diana Kazazis' on Effingham
- o 1 at Helen Pasterczyk's on Stanmore
- o 1 at the Historic Society
- o 4 at park on Mountain/Lawrence Ave.
- o 1 at Walter-Gilbert House in Fanwood
- o 2 at Williams Nursery
- o 1 on Springfield Ave.
- o 1 at South & Central
- o 1 at South Ave. train station
- o 1 at North Ave. train station
- o 1 in Blvd median at Grove St.
- o 1 in Clark St. median at West Dudley
- o 1 in Lawrence Ave. median at East Dudley
- o 1 at Rahway Ave. median near soccer field
- o **REMOVE on 12/7 and return to Pat Wilson; Pat returns the stands to the Y**

Second Meeting w/ House and Boutique Co-Chairs: confirm supply orders, etc.

Trees and roping – confirm amounts needed with House co-chairs

- Home Depot for trees and Costco roping
- Get sales tax information to HD and Costco
- Deliver copy of donation request letter and speak with manager re: donations/bulk pricing

Boxwood, Oasis & Wire – confirm amounts needed with House co-chairs

Shepherd's Hooks – confirm that each house has a hook from which to hang the signs

Pricetags - Inge Bossert produced these for the houses

Tri-fold - Confirm that the tri-fold is with the Boutique team so the team can design a board illustrating Rake & Hoe' activities.

Sandwich Sign - Confirm use of Y's sandwich sign for the boutique entrance via Darielle Walsh

Ad Book Meeting: confirm layout, final list of all advertisers with artwork to be loaded onto website, finalize special sections to be inserted where needed (President's note, thank you's, etc.)

Have tickets available at our November Joint Meeting with the Westfield Garden Club. Ask WGC president to notify her members that the tickets will be available for sale at the meeting. *Members must sell 4 tickets*

Catering: confirm catering orders, sign contracts and cut deposit checks for the houses and boutique lunches and the Afterglow Party.

Email/mail invitations with programs to homeowners inviting them to join the Friday evening Friends and Family Tour and giving them the home locations.

Keep loading articles onto website and Facebook!

Tickets for members at Sept. meeting. Enclosure to purchase 4 tickets. Van

December

Wednesday Co-Chair Tasks

- Deliver Christmas tree(s) to each house

Thursday Co-Chair Tasks

- Withdraw cash from bank for each house and boutique
- Construct cash boxes for each house (8 \$10 bills & 4 \$5 bills) and boutique (ticket sales box: 40 \$10 bills & 5 \$20 bills; cashier box: 110 \$1 bills, 100 \$5 bills, 20 \$10 bills, and 5 \$20 bills)
- Include in box: cash, ball point pens to mark tickets, tickets (15/house and remainder at boutique), nametags, price tags, and "No Photos" signs; in boutique boxes include remaining bookmarks to be used as "giveaways."

Friday Co-chair Tasks

- Deliver water, cookbooks and arrangements sales sheets to houses
- Deliver Y's plastic sandwich sign and printed "DTH Boutique Here" placards to co-chairs
- Deliver cash boxes to boutique cashier and ticket seller teams and ad books
- Deliver 200 ad books
- Deliver banner to boutique/set it up
- Assist in boutique set-up
- Attend evening walk-through

Saturday Co-chair tasks

- Deliver to houses
 - cash box (cash, ball point pens to mark tickets, 15 tickets, nametags, price tags, and "No Photos" signs)
 - Ad Books (150 per house)
 - booties/containers
 - garbage bag for booties to be thrown out at the end of the day
- Deliver to boutique
 - Have 1 Co-Chair stationed at the boutique with access to extra tickets and ad books (100 reserved for this) and ready to deliver them to any house in need. Have the other co-chair floating to resolve any other issues that arise.
 - Have lunch delivered to the Boutique team
- Pick up from houses
 - cash box/tickets
 - actual price list of arrangements sold
 - booties/containers
 - garbage bag full of booties
 - nametags
- Pick up from boutique
 - cash boxes/tickets
 - nametags
 - banner

After The Tour

- Collect any outstanding cash/cash box items
- Count all cash boxes
- Do a first-run accounting of proceeds and deposit cash into the appropriate account(s)
- Hold Afterglow Party the day of the December General Meeting
 - Discuss the Tour's success with regard to both design and proceeds
 - Sell any remaining items from the houses and boutique
- Do a final accounting of proceeds and deposit any remaining cash into account(s)
- Send out thank you letters and an ad book to each of the homeowners, advertisers and donors
- Collect all photos and work with Historian [and any other interested members] to construct photo albums for the homeowners to make an album of each house. Include in the album an ad book, a couple of bookmarks and perhaps a note from the house co-chairs.
- Finish up all your notes and make electronic and printed files for the next Deck The Halls Team! Store files, signs, bootie containers, in a safe, out-of-the-way place until the next team is selected.
- Meet with the president, VP and the new co-chairs to discuss the next Deck The Halls!

DECK THE HALLS CLEAN-UP ITEMS

Good morning, ladies!

First of all, let us congratulate you on a fabulous tour!!! You have outdone yourselves!!! Hope you enjoyed Sunday getting some very well deserved rest and relaxation!

Now that we're back into the work week, there are a few items that we need to ask you for:

1. Lawn signs - Thank you for taking down some of the lawn signs. Please bring the metal "H" stands to the meeting on Wednesday. They were borrowed from the YMCA and need to return home. We have enough of the signs themselves to save for the 2018 team, so those can be recycled.
2. Programs - Please bring any extra programs with you to the meeting as well. We'd like to use them as a thank you gift to our advertisers.
3. Décor Sales - Please bring your sales summaries along with the checks and cash to the meeting. Your expense summaries should also be delivered then so that Beth and I can calculate each house's bottom line.
4. Boutique IOU's - If you did an IOU for Boutique items, please bring your check or cash with you to the meeting. Also, if there are any items that are to be auctioned off at the meeting, please bring those with you as well. OR if you prefer to drop off items before the meeting, please coordinate with Beth.
5. Check requests - Pat is expecting a boatload of check requests with receipts attached on Wednesday, but will bring additional check request forms with me.

That's it for now. Again, thank you for all of your inspiration and perspiration!!! You are absolutely amazing!!!

Pat and Beth

The Rake and Hoe Garden Club of Westfield, Inc.
PO Box 2702
Westfield, NJ 07091

November 11, 2014

Tariz LaVergne
Home Depot
200 South Avenue
Garwood, NJ 07027

Dear Ms. LaVergne,

The Rake and Hoe Garden Club of Westfield is a nonprofit tax-exempt club of about 65 members who share an interest in gardening, flower arranging, the environment and community service. Every four years, Rake and Hoe puts on the Deck The Halls Holiday House Tour where our members decorate four beautiful homes for the holidays with fresh greens, wreaths, flower arrangements, Christmas trees, and unusual decorations as a fund raiser to support our community service activities. While we expect our house committees to be purchasing some materials directly from Home Depot, we are asking for your support with the donation of Christmas trees and roping. Of course, the Garwood Home Depot's contribution would be recognized in our printed program.

Proceeds from the tour go to support our numerous service projects, including arrangements for the Lyon's Veterans Hospital, Mobile Meals, and Cranford's Jardine Academy for students with cerebral palsy as well as contributions to local schools, garden organizations and conservation groups. Members also volunteer their time to help maintain gardens at the Miller-Cory House Museum, Westfield Train Station, Shadowlawn Park, and Claire Brownell Memorial Wildflower Garden at the Westfield Historical Society.

Any questions you may have can be directed to Beth Siano (908-233-4150, elizabeth.siano@gmail.com) or Pat Wilson (908-389-9342, patjohnwilson@hotmail.com). Thank you in advance for your support of this project.

Sincerely yours,

Pat Wilson and Beth Siano
2014 Deck the Halls Holiday House Tour Co-Chairs

**THE RAKE & HOE GARDEN CLUB, INC.
OF WESTFIELD, NEW JERSEY
P. O. Box 2702
Westfield, NJ 07091**

October 21, 2014

Morris County Farms
33 Smith Road
Denville, NJ 07834
Att: Ali

Dear Ali:

This letter is to certify that Gayle Lechner, Gail Kender and Mary Foley Smith are acting on behalf of the Rake & Hoe Garden Club of Westfield, Inc. (the "Club") in their capacity as co-chairs of the Boutique for the Club's quadrennial "Deck The Halls" Holiday House Tour to be held Saturday, December 6, 2014. They are purchasing items for the sole purpose of using/selling those items at the Boutique.

Should you have any questions, please contact me at 980-389-9342. Thank you very much.



Pat Wilson
Treasurer and Co-Chair of the 2014 "Deck The Halls" Holiday House Tour

Homeowner

*The Rake and Hoe Garden Club, Inc. of Westfield, NJ
PO Box 2702, Westfield, NJ 07091*

January 7, 2015

*Paula and Peter Torcicollo
625 Westfield Avenue
Westfield, NJ 07090*

Dear Paula and Peter:

Now that the holiday season is ending and a new year beginning, we want to thank you from the bottoms of our hearts for lending your beautiful home to the Deck the Halls Holiday House Tour. We most sincerely appreciate you're giving us so much of your time and energy through the multiple visits during the year, reorganizing your home and your own schedule to accommodate our work during that last week of intense preparation and graciously allowing our 687 guests to tour your elegant home.

The tour was a big success and its proceeds will fund our community service projects and public gardening commitments over the next four years. We may even be able to add a new project or two.

It could not have happened without your hospitality and support. All the members of Rake and Hoe join in our appreciation of your efforts.

Warmest regards,

*Pat Wilson and Beth Siano,
2014 Deck the Halls Holiday House Tour Co-chairs*

Sponsor

The Rake and Hoe Garden Club, Inc. of Westfield, NJ
PO Box 2702, Westfield, NJ 07091

January 7, 2015

Dear Mr. Wessling:

All the members of the Rake and Hoe join together to thank you for your support of the December 6, 2014 Deck the Halls Holiday House Tour. Despite the rainy weather, attendance was the highest ever for this event with almost 700 tickets sold. We know that many people enjoyed not only the tour, but their day out in Westfield as well.

The Ad Book proceeds will help to support our numerous service projects, including Westfield Mobile Meals, Lyon's Veterans Hospital and Cranford's Jardine Academy for students with cerebral palsy as well as contributions to local schools, garden organizations and conservation groups. Members also volunteer their time to help maintain gardens at the Miller-Cory House Museum, Westfield Train Station, Shadowlawn Park, and the Claire Brownell Memorial Wildflower Garden at the Westfield Historical Society.

We've enclosed a copy of the program for your records. Thank you again for your participation in the Deck The Halls Holiday House Tour Ad Book and making the Tour such a success.

Best regards,

Pat Wilson and Beth Siano
2014 Deck the Halls Holiday House Tour Co-chairs

Floral Supplier

**THE RAKE & HOE GARDEN CLUB, INC.
OF WESTFIELD, NEW JERSEY
P. O. Box 2702
Westfield, NJ 07091**

November 21, 2014

Ms. Barbara Stack
Ferris Brothers Wholesale Florists
565 Union Avenue
Middlesex, NJ 08846

Dear Barbara:

The entire membership of The Rake and Hoe Garden Club of Westfield would like to extend its thanks to you and your team for working with each of our four House Co-Chairs to develop the flower orders for the 2014 "Deck The Hall" Holiday House Tour. Your knowledge and experience were invaluable in guiding us through this process and made it a more rewarding experience for our Co-Chairs.

To show our appreciation, we would like to give you two tickets for this year's "Deck The Halls" tour, which is slated for Saturday, December 6th, from 10:00 a.m. until 4:00 p.m. We hope that you will be able to join us and see the extraordinary designs our members have created with your beautiful flowers in each of the four elegant tour homes.

Again, thank you very much!

Pat Wilson and Beth Siano
Co-Chairpersons
2014 "Deck The Hall" Holiday House Tour
Rake and Hoe Garden Club of Westfield

DTH Sign Up
Chairs + Members

Members
Responsibilities

DECK THE HALLS 2014

Position	Team Leaders
Co-Chairs	Beth Siano
	Pat Wilson
Site Selection	Beth Siano
	Pat Wilson
	Kay Cross
	Anna Daurio
	Diana Kazazis - <i>co chair</i>
Westfield Avenue	Colleen Schmidt
	Maryann Pietruszki
Watchung Trail	Alice Cowell
	Joan Barna
Minisink	Tracy Criscitiello - <i>indian helper</i>
	Pat Badala - <i>moved</i>
South Euclid	Jill Sitcer
	Nancy Smith
	Barbara Spellmeyer
Boutique	Gayle Lechner
	Gail Kender - <i>gone</i>
	Mary Foley Smith
Flowers	Anna Daurio
	Kay Cross
Tickets	Carolynn Pulliam <i>ack</i>
Program	Darielle Walsh
	Susan Dinan
	Jeanne Marie Ryan
	Diane Genco
	Kris Luka
	Holly Schlobohm
	Gayle Lechner
	Peggy Smith
	Diana Kazazis
	Kay Cross
	Clare Minick
	Anna Daurio
	Marylynn Straight
	Sue D'Arecca
	Barbara Murphy
	Janet Gardner
	Karen Jolley-Gates
	Inge Bossert
	Adah Levin
	Jill Sitcer
	R. Dowd, M. Pietruszki, A. Cowell
Publicity	Irene Greenstein - print
	Diana Kazazis - web
	Pelikans - library, signs, posters
Newsletter	Inge Bossert
Printer	Barbara Murphy @ Sir Speedy
Treasurer	Pat Wilson

honorary chair - each home individually takes care of their own.

*Betty Cochran
Renee & Paula Long?*

DECK THE HALLS CHAIRS

	2014	2010	2006	2002
Co-Chairs	Beth Siano	Kris Luka	Maryann Pietruszki	Linda Parker
	Pat Wilson	Liz Dwyer	Nancy Smith	Colleen Schmidt
House Selection	Beth Siano	Kay Cross		Anna Daurio
	Pat Wilson	Anna Daurio		Carol Schirm
	Kay Cross			
	Anna Daurio			
House 1	Colleen Schmidt	Nancy Smith	Colleen Schmidt	Jill Sitcer
	Maryann Pietruszki	Jill Sitcer	Karen Jolley-Gates	Nancy Smith
House 2	Alice Cowell	Diana Kazazis	Jill Sitcer	Karen Jolley-Gates
	Joan Barna	Karen Jolley-Gates	Helen Pasterczyk	Barbara Mullin
House 3	Tracy Crisitiello	Erica Fried	Tracy Crisitiello	Patty Kreider
	Pat Badala	Barbara Mullin	Gayle Lechner	Maryann Pietruszki
House 4	Nancy Smith	Helen Pasterczyk	Diana Kazazis	Alice Cowell
	Jill Sitcer	Beth Siano	Erica Fried	Elaine Walsh
	Barbara Spellmeyer			
House 5			Linda Parker	
			Marylyn Straight	
Boutique	Gayle Lechner	Linda Winter		
	Gail Kender	Linda Parker		
	Mary Foley Smith	Janet Gardner		
		Pam Kolb		
		Clare Minick		
		Carolyn Pulliam		
Flowers	Kay Cross	Kay Cross	Kay Cross	Kay Cross
	Anna Daurio			
Tickets	Carolyn Pulliam	Gail Kender	Linda Winter	Kay Cross
		Gayle Lechner (printing)		
Program	Darielle Walsh			Linda Winter
	Susan Dinan			
	Barbara Murphy			
Publicity	Irene Greenstein	Irene Greenstein	Diana Kazazis	Pat DeDuca
	Diana Kazazis - web			
	Pelicans - library/posters/signs			
Newsletter	Inge Bossert			
Treasurer	Pat Wilson	Carolyn Pulliam	Ellen Cuddy	Pam Kolb

DECK THE HALLS 2014: MEMBERSHIP SIGN-UP SHEET

	Member	Excuse	Co-Chr	Bout.	West.	Euclid	Fork	Minn.			
1	Atwell Rosemary	1							1		
2	Badala Patricia							1	1		
3	Barna Joan						1		1		
4	Beatty-Staszkiw Eileen			1					1		
5	Becker Cathy				1				1		
6	Bossert Inge					1			1		
7	Brader Frances				1				1		
8	Cowell Alice						1		1		
9	Criscitiello Tracy							1	1		
10	Cross Kay						1		1		
11	D'Arecca Susan					1			1		
12	Daurio Anna				1				1		
13	Dinan Susan				1				1		
14	Dinger Penny						1		1		
15	Dowd Regina						1		1		
16	Dwyer Liz			1					1		
17	Fried Erica						1		1		
18	Gardner Janet				1				1		
19	Genco Diane				1				1		
20	Grecco Roberta						1		1		
21	Greenstein Irene							1	1		
22	Griggs Lois	1							1		
23	Gross Jane	1							1		
24	Hanscom Elizabeth					1			1		
25	Jolley-Gates Karen			1					1		
26	Kazazis Diana			1					1		
27	Kender Gail			1					1		
28	Kerins Sally							1	1		
29	Kolb Pamela			1					1		
30	Kylish Joan						1		1		
31	Lechner Gayle			1					1		
32	Leiz Ginny	1							1		
33	Levin Adah							1	1		
34	Long Paula					1			1		
35	Luecke Helen M.	1							1		
36	Luka Kris					1			1		
37	Mahran Faten							1	1		
38	Minick Clare						1		1		
39	Monaghan Jeanne	1							1		
40	Mullin Barbara							1	1		
41	Murphy Barbara			1					1		
42	Murray Marianne						1		1		
43	Nolas Mary Lou							1	1		
44	Parker Linda				1				1		
45	Partridge Margot						1		1		
46	Pasterczyk Helen						1		1		
47	Pelikan Jeanette							1	1		
48	Pelikan Richard							1	1		
49	Perley Eileen	1							1		
50	Perry Lee					1			1		
51	Pietruszki Maryann				1				1		
52	Pulliam Carolynn			1					1		
53	Ryan Jeanne Marie					1			1		
54	Sailer Margaret	1							1		
55	Sato Connie							1	1		
56	Schirm Carol							1	1		
57	Schmidt Colleen				1				1		
58	Schlobohm Holly					1			1		
59	Shea Mary	1							1		
60	Siano Beth		1						1		
61	Sitcer Jill					1			1		
62	Smillie Carole					1			1		
63	Smith Margaret				1				1		
64	Smith Mary Foley			1					1		
65	Smith Nancy					1			1		
66	Spellmeyer Barbara					1			1		
67	Stappas Sophie	1							1		
68	Straight Marylyn			1					1		
69	Tittle Sharon	1							1		
70	Triarsi Martha	1							1		
71	Wagner Carole	1							1		
72	Walsh Darielle				1				1		
73	Wilson Pat		1						1	73	Double
	Total	13	2	11	11	12	12	12	73		check

More Committee News & Announcements

Juniors ...

The Juniors have been keeping their glue guns hot working extra time on their Artistic Craft projects for the GCNJ flower show. Keeping with the "Making Waves" theme some girls embellished toy boats and goggles with botanical materials. Others made botanical animal designs to be displayed in a frame.



Several of the older girls are also putting together and educational display on making hypertufa troughs as bird baths. And the February 12 meeting will be the big push to complete the fresh designs, including some staged in shells. Check them out when you go to the show!

- Beth Siano

DECK THE HALLS



While the snow is still on the ground as a reminder of winter, mark your calendars for the December 6, 2014, Deck the Halls house tour. Four wonderful houses have been chosen and co-chairs are in place to be announced at the February 5 meeting. The meeting will also be the time to sign up for your house or boutique so be sure to check out the display. Get set for a fun and creative holiday house tour year!

- Beth S. & Pat W.

Rose Pruning Workshop



Somerset Co. Parks Commission is conducting a rose pruning workshop at their Van der Groot Rose Garden in Franklin Township on March 8. To register or for more info, call 732-873-2459. EXT 21

R&H Cookbooks

Need a gift?
... a good recipe?

R&H Cookbooks
are still available!

Contact Karen J-G.



Recipe of the Month

Easy Hazelnut-Orange-Cherry Loaf Cake

3 eggs	
3/4 c. vegetable oil	
1/2 c. orange juice	Group I
1/2 tsp vanilla extract	
zest of one orange	
1 1/4 c. sugar	
2 c. flour	Group II
1 tsp soda	
1 tsp powder	
1/2 tsp salt	
2 tsp cinnamon	
1 1/2 finely ground hazelnuts	Group III
1 c dried cherries	
(Tj's Montmorency)	

Preheat oven to 350°. Grease & flour 2 pans.
Mix wet ingredients (Grp I).
Mix dry ingredients (Grp II) in bowl and add the wet ingredients.
Add nuts and cherries (Grp III) to batter.
Pour into pans and bake for 40-50 min or until toothpick comes out clean.
Let cool for 10 min; remove from pan.
Sprinkle with powdered sugar, if desired.

- Inge B.

No April Fools'!!

Interest Finders for our 2014-2015 year will be handed out at the meeting. Please complete and return with check for dues to Pat W. by April 1st.

-Karen J-G.

GCNJ Courses

Landscape Design School, Course II, Series XVII, is scheduled for April 15-18.



See The Newsleaf for more details.

Publicity ...

It's time to start thinking 'Spring' and our commitment to provide a display for the Westfield Library. Our display is scheduled for June (pls. note the change!) This is a wonderful opportunity to highlight our club and its many community activities. If you have any ideas or would like to help, contact Jeanie P.



Thanks to the photographers who contributed to this issue of the Bloomin' Times: Jeanie & Richard P., Margot P., Inge B.

The R&H Photo Gallery can be viewed online or in your e-mail.

Homes +
Expectations

2014 DTH Tour Houses

1. Jenny and Barry Jaruzelski
210 South Euclid Avenue
908-232-1460
jaruzelski@aol.com

Chairs: Jill Sitcer, Nancy Smith, Barbara Spellmeyer
2. Joanne and Dave Womelsdorf
288 Watchung Fork
908-232-3875 (W)
908-230-8283 (C)
jowomelsdorf@hotmail.com
joanne@superiorinteriorsofnj.com

Chairs: Alice Cowell and Joan Barna
3. Paula and Peter Torcicollo
625 Westfield Avenue
908-232-1278 (H)
908-296-3084 (C)
torcicollo@verizon.net

Chairs: Colleen Schmidt and Maryann Pietruszki
4. Anastasia and Robert Harrison
1011 Minisink Way
908-654-3773 (H)
908-591-1945 (C)
aharrisonnj@gmail.com

Chairs: Tracy Criscitiello and Pat Badala

2010 List

1. 106 Stanmore, Elizabeth Harbaugh, 654-8117
2. 715 Highland, Cindy Archeimbault, 789-9166
3. 415 Hillside, Susan Laurentzen,
4. 526 Wychwood Road, Gayle Lechner's (& Dede Rock) neighbor Amy Jester, 233-5241
5. Colonial Ave., Alice's granddaughter's friend, call in to Alice

New Locations

North Side

1. 1011 Minisink Way, Anastasia Harrison, 654-3773
2. 288 Watchung Fork, Joann Womeisdorf, 232-3875
3. 530 Elm Street, Richard Lesko, 232-4587
4. 735 Girard Ave, Colleen's son and daughter-in-law, Alex and Candace Schmidt
5. 230 East Dudley, Marcella Bernson or 240 East Dudley, Kelly Leahy or Linda Habgood, Lee's friend
6. 314 Mountain Ave., Reeve House, Lee Perry 232-7232 or Thena 654-1794; style or boutique, bd mtg 12/11 where Lee will pose the questions
7. 210 South Euclid Ave., Jenny Jaruzelski, Jill Sitcer's friend

South Side & Scotch Plains

8. 625 Westfield Ave., Paula Torcicollo, Anna Daurio's friend
9. 633 Westfield Ave., Billy from Williams' House,
10. 418 Beechwood Ave., Big beautiful shingle style house,
11. 924 New England Ave., former Judge Beglin residence,
12. 2116 Gamble Rd., Scotch Plains, Ellen Ramer, owner of Martin's Jewelry, 276-6718
13. 2100 Gamble Rd., Scotch Plains, fabulous house at the foot of the cul de sac
14. Holy Trinity Parish House, contact made by Anna Daurio
15. Methodist Church Community Room, contact made by Diana Kazazis

Expand to Fanwood if we can use the train station for the boutique

16. 225 North Ave., Fanwood, Barbara Vierschilling, 322-9586
17. 220 North Ave., Fanwood, Fanwood Train Station, for boutique

Beth and Pat received a list from 2010 as well as verbal and email referrals in 2013 and then did drive-bys of all locations (checking for location, parking and accessibility). Once selections were made, Beth & Pat (and in some cases the referring person) did the initial walk-through checking flow and answering questions. Once accepted by the homeowners, Beth and Pat did walk-throughs with the house/boutique co-chairs. House/boutique co-chairs toured with their respective teams at the beginning and middle of the process.

Outdoor photos were taken of the houses and used on the sign-up boards made up for the February meeting where each member signed up to work on a house.

2014
copy

Bring Program
—

DECK THE HALLS HOME TOUR
2014 2018
RAKE AND HOE GARDEN CLUB OF WESTFIELD

WHAT OUR EXTRAORDINARY HOMEOWNERS CAN EXPECT

Design Team Walk-Throughs

The Design Team typically walks through their home several times before the tour. This gives the Team members the opportunity to view the home and develop design schemes. With your permission, they make photos of certain parts of the home for planning purposes.

Set-Up

Set-up for the tour takes place on Friday December 5th. You can expect the Team to be in your home the entire day (8:00 a.m.-5:00 p.m.). On Friday evening (7:00-9:00 p.m.), the homes are open for Rake & Hoe members to tour. You and your family are also invited to tour the homes at this time if you wish.

Day of the Tour

The tour is open to the public on Saturday, December 6th, from 10 a.m. to 4 p.m. At all times your home is open to ticket holders, Rake and Hoe members will be there to greet and direct visitors.

Homeowner Gifts

All homeowners receive, as our gift, the following items:

1. One (1) undecorated tree;
2. Decorations on one (1) mantle;
3. The front door treatment; and
4. Any roping used inside or outside the home.

As a homeowner, you will be given the opportunity to purchase any other decorations at Rake and Hoe's cost. Many homeowners choose to have holiday parties on Saturday evening or Sunday while the decorations are still in place. Your Team Leader will arrange a convenient time to remove any decorations that may remain.

Publicity

As part of our publicity for the tour, an article about the tour and your home will appear in local newspapers. An exterior photo of your home from spring time when your home and gardens look beautiful will accompany the article. Photos of each home will also be found on the Rake & Hoe website.

Thank You

Thank you for your willingness to be a part of *Deck The Halls 2014!* Should any questions arise, please call either of us: Beth Siano (233-4150) or Pat Wilson (389-9342).

House Calendar
CO Chairs

HOUSE CO-CHAIRS CALENDAR

DATE	ACTIVITY
2/25	Kick-Off Meeting at Beth's
3/3, 3/5	Group Walk-Through of All Houses
<4/15	1st House Co-Chair Walk-Through and Team Walk-Through
<4/15	1st Team Meeting with Beth and Pat
5/31	Email " <i>Design Plan</i> " and Boutique Item Description to Beth and Pat
6/30	Email House History Write-ups to Irene and Jeanne w/copies to Beth and Pat
Summer	Hold Workshops for Boutique Item or Design Elements
9/10	Begin DTH Co-Chairs Meetings before General Meetings Participate in Boutique Items workshop.
9/30	Email House Design Write-ups to Irene and Jeanne w/copies to Beth and Pat
10/8	Deliver Hard Copy " <i>Expense Reimbursement Form</i> " w/ ORIGINAL Receipts
11/1	Email " <i>Final House Flower Order</i> " to Beth/Pat
12/2	Receive Delivery of Tree(s) and Put Up Tree(s) Deliver items to Boutique co-chairs
12/3	Pick-up Flowers at Ferris and greens at Jill Sitcer's Hold Team Flower Conditioning Party
12/5	Decorate House Deliver " <i>Designs For Sale</i> " to Beth or Pat Attend Members and Families Walk-Through of All Houses
12/6	Receive Delivery of Cash Box, Name Tags and Booties/Booties Container PUT UP THE SIGN! OPEN THE DOOR!! HAVE A FABULOUS TOUR!!! Return Cash Box, Completed " <i>Designs For Sale</i> ," Booties, Name tags
12/7 or 8	Remove any unpurchased Designs and bring them to the Afterglow Party
12/10	Attend Afterglow Party Deliver " <i>Expense Reimbursement Form</i> " with ORIGINAL receipts to Beth/Pat Email " <i>Expense Summary</i> " and your Co-Chairs' Notes to Beth and Pat
1/14	Learn The Fundraising Results of the 2014 Deck The Halls House Tour

House Co-Chairs Meeting Notes

- Introduction of everyone's roles
 - Co-chairs manage the contact with homeowners. Form: **What Homeowners Can Expect**
 - Co-chairs attend monthly update meetings held 15 minutes prior to each Rake & Hoe general meeting.
 - Call periodic team meetings for planning, workshops to make design components and/or boutique items and to keep everyone involved in the team's progress. You never know which creative energy will inspire the next great idea!!!
 - Co-chairs keep a running log of all meetings and information to be compiled into your final report. This will also build your final report and electronic files.
 - ~~Select a team member who will manage your Pinterest page and can help other members not familiar with Pinterest use this great tool. You know what they say. "A picture is worth a thousand words!"~~
 - All members work collaboratively to develop a house theme and designs for the entire house. Keep us all updated by putting your ideas designs on your Pinterest and deleting them as the designs are narrowed down and finalized.
 - All members develop item(s) to be used in the house's design/sold at the Boutique.
 - Co-chairs assign rooms to members and begin structuring/pricing designs.
- Share resources: books, magazines, Pinterest, Christmas in July (well, maybe May), flower vials and brass jingle bells from Community Projects' no longer used items.
- Each House will develop its own theme under the "Deck The Halls" event theme.
- Use vignettes to tell each house's story. While your designs will be the stars of the show, other items can be supporting actors in your story telling. Please take advantage of them! Some of these items include:
 - Some of our houses have very interesting histories that can be incorporated into your vignettes and write-ups (well-known architect's and owners, LEED certification, sustainable plantings).
 - Please let your homeowners know that we appreciate that they have collections (e.g., ornaments, villages, silver tea service, Christmas china, spectacular vases/containers) that are very special to them and that they would appreciate having incorporated into your house design. Assure them that you will make every effort to do so. Who knows – they may be the key pieces to the vignettes you're trying to create!
 - Hopefully each of our guests is anticipating what they'll get for Christmas, so let's use beautifully wrapped presents under the tree and in any other nooks that would benefit from them.
 - The sense of smell is an important stimulant. Could we have something seasonal such as mulling spices or cinnamon rolls for each house from Well Seasoned, which could be incorporated into your house's kitchen design?
- Attend the 4 Houses Tour with all house and boutique co-chairs: March 3 and 5.
- Complete Co-Chairs' and Teams' first walk-through by 4/15.
- Hold Teams' first meetings with Beth and Pat.
- House plan and boutique item(s) due 5/31 (Form provided). Form: **Plan**
- Please include in your design seating at the house's entrance/exit to assist guests with footwear.
- Deliver electronically your article regarding your house's history to Irene Greenstein by 6/30.
- Construct design and craft items constructed during the summer. Beth and Pat will pitch in!
- **Budget** is \$1,000/house. Please remember that the arrangements bought by either the homeowner or guests offset our costs. ***This is a fundraiser*** for us and we need to maximize income from the arrangements.
- ~~Participate in the Boutique Items Workshop at the September General meeting.~~

1/1 2018
\$2,000

- Deliver the electronic copy of your house design write-up to Irene Greenstein and Jeanne Ryan (copies to Beth and Pat) by September 30th.
- Order flowers through Ferris (courtesy of Anna Dauria/Kay Cross) using the form provided. To minimize confusion for Ferris, please select 1 person to do the ordering for your house. Form: **Flower Order Form**.
- Deliver requests for expenditure reimbursements at the October and December general meetings. Please use the provided Expenditures Summary Form with **original receipts** attached. ALSO, please note that Rake & Hoe will not reimburse anyone for sales tax. Sales Tax Exemption Form has been provided. Forms: **Check Request, Tax Exempt, Expenditures Summary**.
- Reiterate to homeowner what items are theirs at your last walk-through and in early November:
 - 1 undecorated tree
 - 1 mantle décor
 - 1 front door décor
 - Roping used inside and outside
- Accept tree delivery on Tuesday, 12/2. Please arrange to be there to set up the tree.
- Deliver items to be sold at the Boutique to Boutique co-chairs on Tuesday, 12/2.
- Pick up your flowers from Ferris on Wednesday, 12/3, and hold your team's flower conditioning party!
- Decorate the house Friday, 12/5, 9:00 a.m. – 5:00 p.m. Lunch will be provided at the house, so that the group can work through the day.
- Work with photographer to make your fabulous creations shine! Photography has been donated and will take place on Friday and first thing Saturday (to use daylight lighting for your designs).
- Prepare and deliver to Beth or Pat the **Designs For Sale** price list of the all of the arrangements in the house noting the cost and sales price of each at the end of Friday,. Please also note whether the item was given to the homeowner at cost or purchased by the homeowner at cost as well as what items are available for purchase by club members at cost or guests at the marked-up sales price. Please keep a copy of this list available with your cash box and use it to record purchases by tourists. Form: **Designs For Sale**
- Determine the day/time of unpurchased designs removal with homeowner.
- Participate in the Friday evening walk-through of all the houses (7:00-9:00 p.m.) and invite your homeowners to do the same. Please make certain that a member of your team is at your house at all times during the evening walk-through.
- Place price tags for each of the designs in the house that are for sale. Once a design is purchased, please collect payment (cash or check), remove the price tag, and record the purchaser's name and phone number on the Design Price List.
- Staffing:
 - all team members are expected to work on Friday (9-5) decorating the house.
 - all team members will perform 1 3-hour shift as a docent on Saturday (please make sure all members are prepared to describe how the arrangements were made – it's the best way to close a sale!); please determine where docents must be to avoid any unfortunate incidents (e.g., slip & falls, broken crystal, etc.).
 - 1 team member/shift must have the responsibility for the cash box; final delivery of a balanced cash box with completed Designs For Sale to Beth/Pat lies with the co-chairs.
 - 1 team member/shift should be in charge of booties/bags.

PUT UP THE SIGN! OPEN THE FRONT DOOR!! HAVE A FABULOUS TIME!!!

Barbara
ask to
see pictures?

House Inventory
↓ Expense

Deck the Halls
December 6 2014

House – Harrison House – 1011 Minisink Way
Chairman – Tracy Criscitiello & Pat Badala

Room	Designers
Outside	
1. 3 pots on walkway – greens, teepee of curly willow strung With tiny white light	Tracy
2. Large square pinecone wreath on front door	
3. Urns on front porch – undecided	
4. 2 large kissing balls	
5. Wreath on front garage window – undecided	
Foyer	
1. Greens on top of wooden screen	Richard
2. Gifts on bench in front of screen	Carol and Jeanette
3. Low flower arrangement on chest	Barbara
4. Staircase – individual sprays on balusters To include greens, silver curly willow, mercury Glass balls, and ribbon	Pat
5. Hall table – 3 topiaries made of magnolia leaves (24", 36", & 48")	
Parlor	
1. Tree – to be decorated with clip on mushrooms Small birdhouses, mercury glass balls, dried Seeded eucalyptus, dried alliums flowers, glittered Birds	Connie & Irene
Great Room	
1. Mantle – Swag under mantle (Swag to include Greens, pinecone, mercury glass balls	Barbara
2. Swags on 2 windows on either side of fireplace To match mantle	Barbara
3. Pinecone trees (36") on either side of mantle on Shelves	
4. Wreath surrounding stain glass window over sofa Table (to match mantle swag)	Carol

6. Small arrangement on sofa table
7. Small arrangement on side table
8. Swedish clock – greens on top

Kitchen

1. Island – large fruit or vegetable topiary
2. Light over island decorated with greens
3. Cabinets – 2 small artichoke wreaths
4. Table – long low arrangement (to include greens, pinecone, Mercury glass, candles)
5. Light over table – greens
6. Door – Artichoke wreath

Small Den

1. Mantle – Greens, 2 tall (36") topiaries
2. Small tabletop tree

Dining Room

1. Table - Floral arrangement
2. ? Chair backs decorated
3. Breakfront – Greens on top
4. Buffet table – Owners 2 hurricanes surrounded with greens and fruit
5. China – Jeanette
6. Napkin rings
7. Silver chargers to be bought

Powder Room

1. Small arrangement on sink

Door in hallway

1. Wreath made of sweet gum balls

Mudroom

1. Wreath made of sweet gum balls
2. Nothing else is decided.

The color theme for the house is silver, pale blue, and turquoise. Every room will have mercury glass included. All greens will include silver pinecone, mercury glass, and ribbon. * Everything is subject to change due to availability.

Minisink Cash

Currency	#	Total
Coins		\$0.00
\$1.00	19	\$19.00
\$5.00	9	\$45.00
\$10.00	9	\$90.00
\$20.00	11	\$220.00
\$50.00	1	\$50.00
\$100.00	0	\$0.00
Checks		\$880.00
IUO's		\$0.00
SUBTOTAL		\$1,304.00

Cash Box \$0.00
TOTAL \$1,304.00

Handed in to Carolyn Pulliam on 12/6/14.

Cash In \$1,304.00
Cash In Box \$0.00

\$1,304.00

House Exp. -\$1,141.30
Gen'l. Exp. -\$36.06

Total Expenses -\$1,177.36

Profit \$126.64

Checks	\$14.00
	\$27.00
	\$30.00
	\$30.00
	\$36.00
	\$150.00
	\$218.00
	\$375.00
	\$880.00

Oasis, etc. purchased by co-chairs

DECK THE HALLS 2014
FINAL HOUSE EXPENSE SUMMARY

HOUSE: 1011 Minisink Way		CO-CHAIRS: Tracy Criscitiello and Pat Badala		
Vendor	Description	ITEMS	ITEM	COST
Michael's on 9/20	Ornamental Balls	8	\$3.59	\$28.72
	Ornamental Balls	6	\$2.99	\$17.94
Michael's on 9/21	Assorted items/supplies	1	\$26.39	\$26.39
G & G on 10/1	Assorted items/supplies	1	\$130.99	\$130.99
Walmart	Krylon Looking Glass Spray Paint	7	\$10.29	\$72.03
	Shipping for Spray Paint	1	\$2.94	\$2.94
Check # 111, 10/11/14 to Pat Badala				
G & G	Sisal mesh	1	\$11.95	\$11.95
Check # 112, 10/11/14 to Carol Schirm				
Michael's on 6/2	Assorted items/supplies	1	\$13.55	\$13.55
Michael's on 6/3	Assorted items/supplies	1	\$9.98	\$9.98
Fabric Land on 6/2	Batting	1	\$3.99	\$3.99
AC Moore 8/7	Assorted items/supplies	1	\$6.98	\$6.98
G & G on 10/1	Assorted items/supplies	1	\$165.97	\$165.97
Mueller in 10/1	Assorted items/supplies	1	\$49.25	\$49.25
32 Degrees North	Small Silver Pine Cone Candle Clips	4	\$9.95	\$39.80
	Shipping for Candle Clips	1	\$6.95	\$6.95
Check # 113, 10/11/14 to Tracy Criscitiello				
Christmas Tree Shop	Baskets	1	\$3.00	\$3.00
Check 149, 12/30 to I. Greenstein				\$0.00
BJ's	Roping	1	\$11.99	\$11.99
Check 150, 12/30 to Carol Schirm				\$0.00
Home Goods, Mueller's	Various supplies	1	\$26.15	\$26.15
Check 151, 12/30 to B. Mullin				\$0.00
Shop Rite	Various supplies	1	\$27.72	\$27.72
Check 152, 12/30 to J. Pelikan				\$0.00
Lowe's, Fire Mountain Gems, Hobby Lobby	Various supplies	1	\$107.19	\$107.19
Check 153, 12/30 to P. Badala				\$0.00
G & G, Ferris, others	Various supplies	1	\$345.32	\$345.32
Check 154, 12/30 to T. Criscitiello				\$0.00
Flowers Naturally	1/2 box of boxwood	1	\$32.50	\$32.50
Check 142, 12/30 to K. Cross				\$0.00
SubTotal				\$1,141.30
Cross Allocation: Mueller's	Oasis & paddle wire	1	\$11.10	\$11.10
Cross Allocation: Home Depot	Christmas Trees	1	\$24.96	\$24.96
TOTAL EXPENDITURES				\$1,177.36

RnH house tour 2014 July 5, 2014 A visit to Old Westfield

House built 1906 by Walter Lee, owner of Westfield Leader

ENTRIES Susan D'Arecca and Barbara Spellmeyer

All greens, etc., will be Jenny's

Porch: at the end (Jill's) Santas on swing, 2 white wooden planters flank it with evergreen branches

Front:

2 large verdi gris planters on columns filled with magnolia, greens, red winter berry, Front door to stay open, so hang wreath with magnolia, and fruit etc., on that side

Foyer

A plaque with greens, fruit, placed on spindles/railing above bench, to echo front door, pine roping swags at top

LIVING ROOM Paula Long, Jill Sitcer

Mantle will be Jenny's

Remove clock and hurricane shades. Using 4 low containers with oasis, create evergreen and floral swags across the expanse and down each side about 3-4 feet. Very full
White pine, holly, magnolia, pine cones, branches of red winter berries from Shadowlawn. Behind greens, 2 glass containers with glass marbles to hold tall white amaryllis

Place protective layer on mantle under the containers

Sconces on front wall flanking window Jenny's

Greens to mimic mantle, red ribbon

Table in front of front window **For Sale**

Jenny to clear it off except for lamp

A large oasis cone tree of boxwood in gold-sprayed pot, gold ornaments. Another similar on bookcase and another placed on table near French doors.

Coffee Table **For Sale**

Tall floral arrangement to balance the mantle. Gold plate, gold container, 3 tall amaryllis wrapped with red and gold ribbon, greens around base.

Two glass French doors to family room **For Sale**

Matching grapevine wreaths on wreath hangers on open doors. Dried hydrangea sprayed gold.. To draw eye into the family room

Also, Jenny's own Christmas décor on top of front cabinet, the 2 tables near the glass

FAMILY ROOM Nancy Smith, Inge Bossert and Holly Schlobohm

Six foot tree in L corner, Jenny's **Ornaments For Sale**

Ornaments of, wallpaper cones, hydrangeas, snow flakes, glitter filled balls, Westfield Leader newspaper decoupage balls, birds nests, crackers all to be made by committee.

Window table looks to back yard, **For Sale.**

Long container, zinc, 2 linked circles covered in moss. Pot et fleur with amaryllis, cyclamen, ivy and ferns.

Coffee Table (bench) **For Sale**

Oblong arrangement of fresh greens and flowers

Side Table on left **For Sale**

Boxwood arrangement with small décor For Sale

Back hall

On bench, tall design in a wire basket, roses, star of Bethlehem, greens, and a second similar low design next to it.
Metal birdcage arrangement with winter greens, orchids and carnations.

Coat cubbies filled with seasonal greens and gold pinecones.

Back door wreath made from a picture frame decorated with fresh greens and dried flowers/branches.

For Sale

KITCHEN AND PORCH Beth Hanscom and Carole Smillie

On counter, old ledger, old typewriter, Westfield Leader newspaper.

On other counter, chrysanthemum cake For Sale

Set table 48", 4 chairs, use Jenny's Christmas tree Spode,

4 glass napkin rings with flower stems For Sale

Centerpiece: 3 glass cubes with low pave flowers, Brussels sprouts tree in center

For Sale

Porch

Nickel tub filled with greens and holly and winter berry on porch seen through kitchen windows For Sale

BUTLER'S PANTRY AND DINING ROOM Jeanne Ryan, Kris Luka and Lee Perry

Glittery 1920s Putz houses under cloches on silver tray on the bar

Dining Room

Use 2 or 4 chairs, use Jenny's gold trimmed dishes and Putz houses on plates

Upper rail- Greens and wood stars and snowflakes

Materials: cocks comb, sea holly, succulents, seed pods, roses, hydrangea, baby cabbages, protea, logustrum

Colors: rose, blue, salmon, lime

Chest- small live lime evergreen "Dr Suess" tree with floral arrangement. Large Putz house

For Sale

On buffet- arrangement on candlesticks joined by wire using similar materials For Sale

Dining table- serpentine design For Sale

South Euclid Cash

Currency	#	Total
Coins		\$0.00
\$1.00	3	\$3.00
\$5.00	10	\$50.00
\$10.00	12	\$120.00
\$20.00	9	\$180.00
\$50.00	1	\$50.00
\$100.00	0	\$0.00
Checks		\$701.00
IUO's		\$0.00
SUBTOTAL		\$1,104.00
Cash Box		-\$150.00
TOTAL		\$954.00

Checks	\$24.00
	\$25.00
	\$50.00
	\$50.00
	\$55.00
	\$100.00
	\$397.00
	<u>\$0.00</u>
	\$701.00

Cash In	\$1,104.00
Cash in Box	-\$150.00
Sales Proceeds	\$954.00
House Exp.	-\$984.58
Gen'l. Exp.	-\$36.06
Total Expenses	-\$1,020.64
Profit	-\$66.64

Oasis, etc. purchased by co-chairs

DECK THE HALLS 2014
FINAL HOUSE EXPENSE SUMMARY

HOUSE: South Euclid		CO-CHAIRS: Jill Sitcer, Nancy Smith, Barbara Spellmeyer		
Vendor	Description	ITEMS	ITEM	COST
HomeGoods	Glassware, tableware	1	\$65.95	\$65.95
Check 114, 10/17, J. Ryan				\$0.00
Various Suppliers	Misc. Supplies	1	\$166.15	\$166.15
Check 132, 12/17, N. Smith				\$0.00
Various Suppliers	Misc. Supplies	1	\$289.33	\$289.33
Check 133, 12/17 to J. Sitcer				\$0.00
Various Suppliers	Misc. Supplies	1	\$125.39	\$125.39
Check 134, 12/17 to I. Bossert				\$0.00
Various Suppliers	Misc. Supplies	1	\$26.91	\$26.91
Check 135, 12/17 to S. D'Arecca				\$0.00
Various Suppliers	Misc. Supplies	1	\$18.97	\$18.97
Check 136, 12/17 to B. Spellmeyer				\$0.00
Various Suppliers	Misc. Supplies	1	\$32.92	\$32.92
Check 137, 12/17 to C. Smillie				\$0.00
Various Suppliers	Misc. Supplies	1	\$84.93	\$84.93
Check 138, 12/17 to L. Perry				\$0.00
Various Suppliers	Misc. Supplies	1	\$110.03	\$110.03
Check 139, 12/17 to K. Luka				\$0.00
Flowers Naturally	Misc. Supplies	1	\$15.50	\$15.50
Check 141, 12/30 to Flowers Naturally				\$0.00
Flowers Naturally	1/2 box of boxwood	1	\$32.50	\$32.50
Check 142, 12/30 Flowers Naturally				
Flowers Naturally	1/2 box of oasis	1	\$16.00	\$16.00
Check 163, 1/8 Flowers Naturally				
SubTotal				\$984.58
Cross Allocation: Mueller's	Oasis & paddle wire	1	\$11.10	\$11.10
Cross Allocation: Home Depot	Christmas Trees	1	\$24.96	\$24.96
TOTAL EXPENDITURES				\$1,020.64

DECK THE HALLS 2014 DESIGN PLAN

HOUSE: 288 Watchung Fork, Westfield, NJ

CO-CHAIRS: Alice Cowell and Joan Barna

THEME: Tartan Plaid

ROOM	DESIGNER(S)	BUDGET
1.		
Assignment: Living Room	Regina Dowd and Penny Dinger	
Color Scheme: pink, green, gold, cream		
Areas to be decorated:		
Eye- catching tall arrangement on small round table as you enter the room.		
Small arrangement on desk.		
Low arrangement on coffee table.		
Decorated packages on sofa using plaid and other glittery papers.		
Greens on mantle with candles, or orchids and balls.		
Christmas tree in Bay window decorated with ribbons, ornaments: glass balls in green, pink and wine red, some dried fruits and vegetables sprayed in appropriate colors, party hats covered in plaid and filled with greens and sequined balls.		
2.		
Assignment: Dining Room	Bobby Grecco and Marianne Murray	
Fabric on dining room chairs with bow.		
Color Scheme: rose pink and lime green.		
Wreaths in window.		
Dining Room table with four place settings.		
Drape on Chandelier.		
Center piece on table: with heather, feathers, and thistle.		
Bakers Rack: shiny pink Christmas balls in bowl.		
3.		
Assignment: Entrance Hallway	Bobby Grecco and Marianne Murray	
Natural roping for railings.		
Life size maid greeting guests.		
4.		
Assignment: Family Room	Marigot Partridge, Joan Kylish, Joan Barna, and Alice Cowell	
Five topiary trees in bay window.		
Coffee table arrangement: magnolia leaves, feathers, and pine cones.		
Small tree on table near staircase.		
Scottie Dog pillows on sofa.		
Game table: bowl of greens.		

5.

Assignment: Mud Room

Marigot Partridge, Joan Kylish, Joan Barna, and Alice Cowell

Rubber Plaid Boots filled with greens.

Old antique golf clubs and kilt.

6.

Assignment: Front Door

Entire Committee

Several wooden cut-out sheep on front lawn.

Bagpipe wreath on front door with wide garland around door.

Urns on fence pillars filled with greens.

Two tomato cages covered with greens to be placed in front of large columns by front door.

7.

Assignment: Kitchen

Clare Minick and HelenPasterczyk

2 arrangements, flowers and fruit in moss-lined glass bowls, one on the island as you enter, the other on the far end of the island. The second one will be taller than the first. Colors: shades of green---lime---and white.

Table: a long tray holding pears with gold ribbons or ties around them, set on a runner of plaid or a plain runner with a wide plaid ribbon.

Possible: simple greens and ribbon on the backs of two chairs. Ribbon should be same or similar to that used on the table.

Windows: 5, two of the left side as you enter, and the 3 directly in front. All will have square wire frames with boxwood and/or mixed greens, plaid ribbon. Note: window treatments have a rose/burgundy color in them that we will pick up on.

Alice suggested doing something on the half round window above the 3 windows you see as you enter. Maybe we'll do that, or maybe we'll stay with the idea of doing greens and something else in the half round window above the double doors on the right. Alice suggested some kind of magnets to secure a design above the door.

There is a light above the island. If we do anything on that, it would be greens. Has to be something that won't drop plant material onto the cooking area.

Revised Tartan Christmas Design

Living room: on the mantle amaryllis replaced orchids; on the small desk was a birdcage -- on the tree--unicorn were hung, also -- plus history of the unicorn was placed near the tree; maid greeted visitor

Dining room: no wreaths were in the front window; greens were placed on chandelier not a drape; monograms as napkin ring on table settings; custom-made drape were made for chairs

Family room: 3 tomato cages with greens and lights were placed in front bay window (not topiary); on coffee table--3 different size cones covered with lambs ears, plus 5 small squares with greens and red/burgundy carnations; game table near window held Xmas tree with Scotty dog ornaments and balls; desk near staircase displayed works of Robert Louis Stevenson; three swags on banister; metal bowl with greens and balls on small side table near sofa; nativity set with greens on pie safe

Mud room: no kilt (use moved to bench in entrance hall)

Front door: no bagpipe wreath, instead serpentine wreath; swags on every front window; urns filled with green and large burgundy plumbs; several plaid pillows on bench; car in driveway with plaid cooler and plaid thermos jug; not tomato cages at front door instead, door frame covered with greens, pine cones, ribbon

Kitchen: 2 arrangements on both ends of island - red/green/lime/white; swag of greens on fan light window (French doors) on right hand side--small bunches of greens and ribbons on window handles...last two paragraphs can be removed

Back Yard: small live tree decorated with pine cones and burlap ribbon; redwood table set with plaid runners and red chargers and Xmas plates; filled urn near French doors with greens; display of greens and branches on tables again wall; placed swag on gate to exit backyard. Hi Pat,

Sorry, it took so long to get back to you. Here are the changes...sorry, there are so many. Call me if you need more info. Joan B

Living room: on the mantle amaryllis replaced orchids; on the small desk was a birdcage -- on the tree--unicorn were hung, also -- plus history of the unicorn was placed near the tree; maid greeted visitor

Dining room: no wreaths were in the front window; greens were placed on chandelier not a drape; monograms as napkin ring on table settings; custom-made drape were made for chairs

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Back Yard: small live tree decorated with pine cones and burlap ribbon; redwood table set with plaid runners and red chargers and Xmas plates; filled urn near French doors with greens; display of greens and branches on tables again wall; placed swag on gate to exit backyard.

Watchung Fork Cash

Currency	#	Total
Coins		\$0.00
\$1.00	0	\$0.00
\$5.00	5	\$25.00
\$10.00	1	\$10.00
\$20.00	2	\$40.00
\$50.00	3	\$150.00
\$100.00	0	\$0.00
Checks		\$936.00
IUO's		\$0.00
SUBTOTAL		\$1,161.00
Cash Box		<u>-\$150.00</u>
TOTAL		\$1,011.00

Checks	\$400.00
	\$60.00
	\$400.00
	\$17.00
	\$34.00
	<u>\$25.00</u>
	\$936.00

Cash In	\$1,161.00	
Cash in Box	<u>-\$150.00</u>	
Sales Proceeds		\$1,011.00
House Exp.	<u>-\$1,207.63</u>	
Gen'l. Exp.	<u>-\$36.06</u>	
Total Expenses		-\$1,243.69
Profit		-\$232.69

Oasis, etc. purchased by co-chairs

DECK THE HALLS 2014
FINAL HOUSE EXPENSE SUMMARY

HOUSE: Watchung Fork		CO-CHAIRS: Alice Cowell & Joan Barna		
VENDOR	DESCRIPTION	# OF ITEMS	PRICE/ITEM	TOTAL COST
WoodworkersWorkshop	Sheep pattern	1	\$25.20	\$25.20
Check 109, 10/11 to Clare Minick				\$0.00
Westfield Lumber	Wood for sheep	2	\$58.61	\$125.43
Check 110, 10/11 to Scott Daniels				\$0.00
G&G	Various supplies	1	\$292.86	\$292.86
Check 115, 10/17 to Alice Cowell				\$0.00
Various suppliers	Various supplies	1	\$31.30	\$31.30
Check 120, 11/12 to Joan Barna				\$0.00
Home Depot	Spray adhesive	1	\$11.54	\$11.54
Check 121, 11/15 to Joan Barna				\$0.00
Home Depot & Michael's	Spanish moss, foam board, spray paint	1	\$47.97	\$47.97
Check 122, 11/15 to M. Murray				\$0.00
AC Moore	Ribbon	1	\$1.79	\$1.79
Check 123, 11/15 to M. Partridge				\$0.00
Home Depot	Spray adhesive	1	\$5.77	\$5.77
Check 124, 11/26 to Joan Barna				\$0.00
Morris County Farms	Table topper/Chico choke stem base	1	\$114.20	\$114.20
Check 125, 11/26 to Penny Dinger				\$0.00
Costco, Michaels	Spray, ribbon, frame	1	\$20.31	\$20.31
Check 155, 12/30 to J. Kylish				\$0.00
Michaels', Christoffers	Flowers, unicorns	1	\$11.80	\$11.80
Check 156, 12/30 to C. Minick				\$0.00
G & G	Produce, wire, ribbon	1	\$15.28	\$15.28
Check 157, 12/30 to H. Pasterczyk				\$0.00
Various suppliers	Various supplies	1	\$381.03	\$381.03
Check 158, 12/30 to A. Cowell				\$0.00
Flowers Naturally	Various supplies	1	\$90.65	\$90.65
Check 159, 12/30 to Flowers Naturally				\$0.00
Flowers Naturally	1/2 box of boxwood	1	\$32.50	\$32.50
Check 142, 12/30 to K. Cross				\$0.00
SubTotal				\$1,207.63
Cross Allocation: Mueller's	Oasis & paddle wire	1	\$11.10	\$11.10
Cross Allocation: Home Depot	Christmas Trees	1	\$24.96	\$24.96
TOTAL EXPENDITURES				\$1,243.69

Deck the Halls 2014

Torcicollo Home Design Ideas

Co-chairs...Colleen Schmidt and Maryann Pietruszki

Theme...Birch with a Twist of Moss

This is a rough draft of designs to be used at the Torcicollo home...

Things will be kept simple and elegant using white birch, moss and natural implements throughout the home. The front foyer will have a decorated tree on the lower landing, garlands across the railings and an arrangement in a metal sphere on the bench...possibly some wrapped presents under the bench. Since the color scheme of the house is neutral, we plan to try to use ivory, moss green, orange and lavender in our decorating. Presents could be wrapped in faux birch paper, moss or burlap and tied with a beautiful ribbon.

The living room will have a large tree in the far corner decorated with ornaments made from natural materials, but also something shiny...silver cones full of lavender or mirrors? The mantle might have a tall parallel arrangement in the center with tapering down on either side...bringing in orange and lavender. Wreaths or garland will be used to draw attention to the beautiful windows...kumquats will be used to bring in the orange coloring throughout the house. We might use moss covered trees of varying sizes along with a birch covered santa on a side table.

The dining room will have an arrangement on the table and also on the mantle. The corner windows and bench will be accented. A vintage punch bowl with an orchid will be on the buffet. The chairs are covered with slipcovers, so they could use an embellishment. Orange will be used for accents.

The music room will feature an open guitar case filled with a pot de fleur, a branch tree covered in moss balls and sheet music used in some way...possibly to wrap a present. The windows will be highlighted with wreaths or garland.

The kitchen will display Rake and Hoe's cookbook in a vignette. There will be an arrangement on the island. Filled mason jars topped with a pomander and ribbon will be featured either here or on the breakfast room table. Moravian style wreaths will be used in both room's windows.

The front exterior will focus on the entry door and the walkway leading to it.

The exit area will have greens in pots or a tiered plant rack.

We will be adjusting the plans as we find materials to work with and will advise you as we go. Call if you have any questions...Maryann

Westfield Ave. Cash

Currency	#	Total
Coins		\$0.00
\$1.00	10	\$10.00
\$5.00	3	\$15.00
\$10.00	1	\$10.00
\$20.00	0	\$0.00
\$50.00	0	\$0.00
\$100.00	0	\$0.00
Checks		\$785.00
IUO's		\$0.00
SUBTOTAL		\$820.00

Cash Box \$0.00
TOTAL \$820.00

Checks	\$15.00
	\$75.00
	\$695.00
	<u>\$785.00</u>

Delivered to Carolynn Pulliam 12/6/14.

Cash In	\$820.00
Cash Box	\$0.00
Sales Proceeds	<u>\$820.00</u>

House Exp.	-\$1,158.52
Gen'l. Exp.	-\$36.06
Total Expenses	<u>-\$1,194.58</u>

Oasis, etc. purchased by co-chairs

Profit -\$374.58

DECK THE HALLS 2014
FINAL HOUSE EXPENSE SUMMARY

HOUSE: Westfield Avenue		CO-CHAIRS: Maryann Pietruszki and Colleen Schmidt		
Vendor	Description	ITEMS	ITEM	COST
Kirkland's on 1/9	Ornaments	15	\$0.72	\$10.80
Hobby Lobby on 3/24	Ribbon	2	\$7.49	\$14.98
Crate & Barrel Outlet on 5/1	Trees, garland, ribbon	1	\$47.00	\$47.00
AC Moore on 5/9	Craft items	1	\$23.54	\$23.54
Hobby Lobby on 5/13	Art supplies	1	\$2.99	\$2.99
Hobby Lobby on 5/13	Fabric and craft items	1	\$14.54	\$14.54
Crate & Barrel Outlet on 5/22	Ornaments, garland	1	\$29.75	\$29.75
Target on 5/30	Outdoor sculpture	1	\$29.99	\$29.99
Mueller's on 6/19	Moss, ice glitter branches	1	\$29.45	\$29.45
Michael's on 6/25	Moss	1	\$4.99	\$4.99
Michael's on 6/22	Moss	2	\$8.49	\$16.98
Michael's on 9/23	Ribbon, glue	1	\$4.99	\$4.99
Big Lots on 10/1	Lights clear	6	\$4.99	\$29.94
Check 108, 10/11 to M. Pietruszki				\$0.00
Ferris on 12/3	Flowers	1	\$230.70	\$230.70
Check 126, 12/3 to C. Schmidt				\$0.00
Trader Joe's	Holly	1	\$7.49	\$7.49
Check 143, 12/30 to S. Dinan				\$0.00
Stop & Shop	Oranges	1	\$3.00	\$3.00
Check 144, 12/30 to P. Smith				\$0.00
Christmas Tree Shop, Ferris	Various supplies	1	\$138.61	\$138.61
Check 145, 12/30 to C. Schmidt				\$0.00
Target, Mueller's others	Various supplies	1	\$163.16	\$163.16
Check 146, 12/30 to M Pietruszki				\$0.00
Ferris, others	Various supplies	1	\$221.84	\$221.84
Check 147, 12/30 to A. Daurio				\$0.00
AC Moore, others	Various supplies	1	\$68.78	\$68.78
Check 148, 12/30 to L. Parker				\$0.00
Flowers Naturally	1 box of boxwood	1	\$65.00	\$65.00
Check 142, 12/30 to K. Cross				\$0.00
SubTotal				\$1,158.52
Cross Allocation: Mueller's	Oasis & paddler wire	1	\$11.10	\$11.10
Cross Allocation: Home Depot	Christmas Trees	1	\$24.96	\$24.96
TOTAL EXPENDITURES				\$1,194.58

Rake and Hoe Garden Club, Inc. of Westfield
P.O. Box 2072
Westfield, NJ 07091

March 10, 2014

Mr. Joseph A. Guarraci, Maintenance Supervisor
First United Methodist Church
1 East Broad Street
Westfield, NJ 07090
Via Fax # 908-654-4636

Dear Joe:

Thank you and Susan very much for making the time in your schedules this afternoon to meet with us to discuss the use of the Church's Fellowship Hall for the Rake and Hoe Garden Club, Inc. of Westfield's "Deck The Halls Holiday House Tour" Boutique on Friday afternoon, December 5, 2014, and Saturday, December 6, 2014 from 8:00 a.m. to 5:00 p.m. The Hall provides us with the perfect location and terrific space to stage the Boutique. As you requested, I have attached the insurance policy that we use for such events. Its expiration date is 6/30/14. As soon as the new certificate arrives, I will supply you with a copy for your file.

For your information, Rake & Hoe Garden Club is one of the two garden clubs in Westfield and our 73 members hail from Westfield, Scotch Plains, Mountainside, and Plainfield. As a non-profit entity, the membership focuses on education, conservation and civic beautification. We conduct workshops developed around horticulture, floral design, environmental awareness, and community service. Our community service includes creating tray top arrangements for the Mobile Meals program, decorating holiday trees that interpret selected books at the Cerebral Palsy Center of Union County and designing arrangements for the veterans and staff at the Lyons Veterans Hospital. Our environmental and landscaping work includes the restoration of the Claire Brownell Memorial Wildflower Garden at the Westfield Historical Society's Reeve House, maintenance of the Miller-Cory Museum and Westfield Train Station and maintenance [and repair and reconstruction after Hurricane Sandy] of the Shadowlawn pocket park. The Rake & Hoe Juniors Group learns the basic principles of planting, experiments with color, texture and structure in floral arrangement and supports environmental concerns.

These Rake & Hoe's efforts are supported by the funds raised every four years by the Club's "Deck The Halls" Holiday House Tour. This year the Tour will be held on Saturday, December 6, 2014. Four local homes will be decorated by teams of the Club's members who construct festive designs using natural materials that highlight the homes' architectural and design features and complement the homeowners' cherished holiday collections. The ticket sales for the Tour and the sale of the designs in the homes are major sources of revenue. In addition to touring the homes, attendees are invited to visit the Boutique to purchase additional arrangements designed by club members, craft projects constructed by members throughout the year and do-it-yourself kits for the holiday designer in all of us. The Boutique will be held from 10:00 a.m. until 4:00 p.m. on the Saturday of the Tour, Dec. 6th.

Should any questions arise, please contact me by email (patjohnwilson@hotmail.com) or by phone with 908-389-9342. Thank you very much. We look forward to having the opportunity to work with you.

Pat Wilson
Co-Chair
Deck The Halls Holiday House Tour

Contracts, etc. in hard copy file

Att: Insurance Certificate

Boutique Cash

Currency	#	Total
Coins		\$4.00
\$1.00	96	\$96.00
\$5.00	25	\$125.00
\$10.00	36	\$360.00
\$20.00	136	\$2,720.00
\$50.00	5	\$250.00
\$100.00	1	\$100.00
Checks		\$1,345.00
IUO's		\$0.00
SUBTOTAL		\$5,000.00

Cash Box	\$0.00
TOTAL	\$5,000.00

Delivered to Carolynn Pulliam 12/6.

Cash In	\$5,000.00	
Cash In Box	\$0.00	
Sales Proceeds		\$5,000.00
Expenditures	-\$1,005.06	
Total Expenditures		-\$1,005.06
Profit		\$3,994.94

DECK THE HALLS 2014 FINAL HOUSE EXPENSE SUMMARY

BOUTIQUE		CO-CHAIRS: GAYLE LECHNER, GAIL KENDER, MARY FOLEY SMITH		
Expense	Description	# OF STEMS	PRICE/ STEM	TOTAL COST
Various Suppliers	Misc. Supplies	1	\$163.26	\$163.26
Check 107, 10/11 to Gayle Lechner				\$0.00
Michael's & Papermart	Supplies & Wine Bags	1	\$149.54	\$149.54
Check 128, 12/17 to M. Foley Smith				\$0.00
Various Suppliers	Misc. Supplies	1	\$70.87	\$70.87
Check 129, 12/16 to K. Jolley-Gates				\$0.00
Goat World & Other Suppliers	Gourds & Misc. Supplies	1	\$217.66	\$217.66
Check 130, 12/16 to Gayle Lechner				\$0.00
Mo. Co. Farms, CVS, Staples, Michael's, HD	Coasters, Reindeer, Misc. Supplies	1	\$306.23	\$306.23
Check 131, 12/16 to Gail Kender				\$0.00
Flowers Naturally	1.5 boxes of boxwood	1	\$97.50	\$97.50
Check to K. Cross				
TOTAL EXPENDITURES				\$1,005.06

Publicity
Co Chair

PUBLICITY CO-CHAIRS CALENDAR

DATE	ACTIVITY
2/28	Kick-Off Meeting
4/30	Karen's Club Summary due to Pat/Beth who will Forward to Jeanne Marie, Irene and Diana
5/1	Deliver final design to Sir Speedy * Bookmark: Front (looks like ticket) and Flip Side is Karen's write-up; 1,000 * Save-The-Date postcard; 1,000
6/1	Pick up from Sir Speedy * Giveaway: Front (looks like ticket) and Flip Side is Karen's write-up; 1,000 * Save-The-Date postcards; 1,000
6/1	Construct Library Display Deconstruct 6/30
6/5	Distribute bookmarks at GCNJ luncheon
6/11	Distribute bookmarks and Save-The-Date postcards at Rake & Hoe luncheon
6/30	Electronic House History Write-ups due to Beth and Pat who will Forward to Jeanne Marie, Irene and Diana
7/1	Complete draft web site design
8/1	Deliver to Sir Speedy: *Ticket design *Ticket display design for retail outlets *Posters *Lawn Signs Finalize Banner designs Finalize web site design
9/1	Pick up Tickets from Sir Speedy and deliver to Carolynn. Tickets are available from Carolyn via email/mail.
9/10	Tickets are distributed to members at the General Meeting. Additional tickets are available from Carolynn upon request.
9/30	Electronic House Design and Boutique write-ups due to Pat and Beth who will Forward to Jeanne Marie, Irene and Diana One house article due earlier for the September articles.
10/20	Deliver tickets and displays to 4 retailers. (After Holy Trinity's Kitchen Tour) 10 tickets + additional tickets upon request
11/1	Pick up Posters from Sir Speedy and deliver to Jeanie and Rich Distribute posters to retailers throughout Westfield, Scotch Plains, Fanwood, Clark Coordinate with Jim Gildea to put up banner via Diana Kazazis
11/14	Pick up Lawn Signs from Sir Speedy and deliver to Jeanie and Rich Distribute Lawn Signs to tour homes and key public locations. Pick up banners
11/17	Hang banner with Town
12/4	Hang banner with Church facilities manager Coordinate with Methodist Church to put up banner
12/7	Take down signage
12/10	Attend Afterglow Party
1/14	Learn The Fundraising Results of the 2014 Deck The Halls House Tour

Publicity Meeting Talking Points

What key element do we want to emphasize? Deck The Halls is our major FUNDRAISING activity. The money has to last us 4 years. Each piece of publicity should include the note, "Floral arrangements and craft items may be purchased."

Print Media: Irene Greenstein

Articles (Summer, Fall, Winter)

- o Leader (The Jaruzelski house, 220 South Euclid, house was built/owned by the Leader owner)
 - Ad on Thursday before Tour
- o Suburban News
- o Star Ledger – in the Union County and surrounding Counties' editions
 - Regular paper
 - Special sections
- o DWC Printed Material
- o GCNJ Newsletters and notices to club presidents via Susan O'Donnell, GCNJ liaison: Diana to get the email, Karen will compose with Beth and Pat
- o Master Gardener Newsletters (Anastasia Harrison, the Minisink Way homeowner, is taking the Master Gardener classes)
- o Greenwood Gardens and other gardens that have either teaching or outreach components; would someone be willing to speak at other clubs or gardens?
- o NJ magazines: NJ Monthly, NJ Life, NJ Lifestyle, NJ Countryside
- o National gardening/home design magazines

Rake & Hoe Club Summary for Giveaways/Program developed by Karen: **4/30** to Pat/Beth who will forward to Jeanne Marie, Diana and Irene

House History information will be delivered to Irene, Diana and Jeanne on or before **6/30**

House Design and Boutique information will be delivered on or before **9/30**; one house to deliver earlier for September articles.

Electronic Media: Diana Kazazis

Articles/Notices/Ads

- o Rake & Hoe Website
 - Create an icon on the website for Deck The Halls
 - Slideshow of homes
 - Article of the Month
 - Notes to members
- o Facebook – to be developed by Jeanne
- o GCNJ Website
- o GCNJ blast and/or email list, district communiques
- o The Patch – to be managed by Irene
- o Westfield and DWC websites
- o Channel 35
- o Assemblyman Bramnick's email: Rich Pelikan to email to Pat/Beth for follow-up

Rake & Hoe Newsletter: Inge Bossert

Artwork: the Deck The Halls artwork/banner developed for the Newsletter is available to you.

Monthly Updates: Beth and Pat will supply Inge with the text for each month's update.

Ad Format: to be developed with Diana

Library Display: Jeannie and Rich Pelikan 6/1

Rake & Hoe General Information

- o Karen's Handout in a legible size
- o Whatever else Jeannie & Rich coordinate with Karen

Deck The Halls May 15 to Jeanie & Rich

- o Tree on top of the case
- o Silk arrangement
- o Poster, bookmarks
- o 2010 photos

Physical Media:

- Co-chairs get quotes from and develop designs with Barbara Murphy @ Sir Speedy
- Tickets: August 1 to Sir Speedy, September 1 to Carolynn
 - o 800 tickets; Design: Ticket artwork on one side and Tour map on the other side
- Ticket Displays: August 1 to Sir Speedy, September 1 to Carolynn
 - o 5 Ticket Displays [display size, 8x10] for use at the library and then at retail ticket outlets
- Giveaways: May 1 final design to Sir Speedy, June 1 pick up from Sir Speedy
 - o 1,000 bookmarks. Design: Ticket artwork on one side and Karen's Rake & Hoe Summary on the other side
 - o Distribution: Library Display, GCNJ June Luncheon, September Districts in the Gardens, AppleFest, Greenwood Gardens Boutique, takeaways at DTH Boutique register
- Save-The-Date Postcards: May 1 final design to Sir Speedy, June 1 pick up from Sir Speedy
 - o 1,000 bookmarks. Design: Ticket artwork on one side and room to write a note and an address on the other side
 - o Distribution: 12 cards/member at the June luncheon with extras available to President and Vice President to mail to other clubs. Extras available for all members.
- Posters: August 1 to Sir Speedy, November 1 to Jeanie & Rich
 - o 50 posters to be put in store windows throughout town. Carolynn Pulliam to put posters in the ticket outlet stores.
- Lawn Signs: August 1 to Sir Speedy, November 14 pick and deliver to Jeanie & Rich
 - o Print 25 signs: 11/1 to Sir Speedy, 11/15 to Jeanie and Rich
 - o At each house and key locations throughout town
- Banners: August 1 to Sir Speedy, November 14 pick up
 - o Coordinate hanging banners with Jim Gildea [through Diana Kazazis] and Methodist Church facilities manager
 - o Hang town banner 11/17
 - o Hang church banner 12/4

Tickets: Carolynn Pulliam with Beth and Pat

- Deliver final design to Sir Speedy 8/1
- Pick up tickets from Sir Speedy and deliver to Carolynn 9/1
- Distribute 4 tickets per member at the September General Meeting 9/10

Photography: Pat

- Photography student's time has been donated.
- 2014 House and Boutique shots will be done on Friday and Saturday, 12/5 and 12/6.
- Electronic records as well as prints will be provided to Rake & Hoe.
- Slide show for 12/10 Afterglow Party!

Program: Jeanne Marie Ryan

- Format: Ad Book
- Content
 - o Articles: house descriptions with photos, President's Rake & Hoe Summary, President's letter to tour participants
 - o Map
 - o Ads
 - o Sponsor/Underwriter acknowledgments

Events Tables: Giveaways and seasonal arrangements

- Use bookmarks as giveaways
- Construct seasonal arrangements
- AppleFest: Working with Rake & Hoe members, Kris Luka and Lee Perry, who also work with the Historic Society, the co-chairs reserved a table at AppleFest. Co-chairs Beth Siano and Pat Wilson decorated the table and staffed it for 4 hours. Bookmarks were given out to a couple hundred people as "invitations" to join us for the house tour.

Other than
item for Apple

Program



The Rake and Hoe Garden Club of Westfield

Deck the Halls Holiday House Tour

Plans are underway for the Rake and Hoe Garden Club of Westfield's elegant 2014 ***Deck the Halls Holiday House Tour***, which will take place Saturday, December 6. A "Holiday House Tour ~~Ad~~ Book" will be provided to each ticket holder where each participating business will have its advertisement prominently displayed. All participating businesses will also be displayed and thanked on our webpage (<http://www.rakeandhoe.org/>) and on the club's Facebook page. The Rake and Hoe webpage will also include a direct link to each business placing an Ad of one-half page or larger. To enhance the Holiday House Tour experience, we are inviting participants to make a day of it by touring the homes, visiting local businesses, doing their holiday shopping, and enjoying lunch locally.

Program Book

The ***Deck the Halls Holiday House Tour***, held once every four years, is organized and sponsored by the non-profit Rake and Hoe Garden Club of Westfield. We rely on financial contributions to help support the club and continue the event and are asking you to participate with an advertisement in the ***Deck the Halls Holiday House Tour Ad Book***. The dollars raised through the Ad Book will not only help fund the house tour, but also many other worthwhile service projects benefiting and beautifying our local community. Your support will be recognized in the 2014 ***Deck the Halls Holiday House Tour Ad Book*** distributed to over 700 individuals attending the House Tour on December 6, 2014.

Program

Please support this special holiday event by advertising in the 2014 ***Deck the Halls Holiday House Tour Program Ad Book*** and return the attached form with your check.

Program

Program

The deadline to be included in the *Deck the Halls Holiday House Tour Ad Book* is 10/15/ 2014.

Please make checks payable to the Rake and Hoe Garden Club Westfield and return the form to:

Rake and Hoe Garden Club of Westfield, 1715 Grandview Avenue, Westfield, NJ 07090

For more information, please contact: Darielle Walsh at dariellewalsh@comcast.net or 908.612.7374.

**Thank you in advance for your support.
The Rake and Hoe Garden Club, Inc. of Westfield**





The Rake and Hoe Garden Club of Westfield

Deck the Halls Holiday House Tour

Business Advertiser Form

My

Yes, I would like to advertise in the *Deck the Halls Holiday House Tour* Ad Book.

Name _____
Please print name as it should appear in the program

Name of Business _____

Address _____

Phone _____ Fax _____

E-mail _____

Please indicate \$ amount enclosed \$ _____ Check # _____

Camera ready art or business card enclosed (please circle one) Yes No

Signature _____

_____ Back Cover (7.5x4.5") \$750 _____ Quarter Page (1.875x4.5") \$125

_____ Inside Covers (7.5x4.5") \$600 _____ Booster (Name Listing) \$75

_____ Full Page (7.5x4.5") \$500 _____ Sponsor (Name Listing) \$50

_____ Half Page (3.75x4.5") \$250 _____ Friend (Name Listing) \$25

**The deadline to be included in the *Deck the Halls Holiday House Tour* Ad Book is 10/15/ 2014.
Please make checks payable to the Rake and Hoe Garden Club Westfield and return the form to:**

Rake and Hoe Garden Club of Westfield, 1715 Grandview Avenue, Westfield, NJ 07090

For more information, please contact: Darielle Walsh at dariellewalsh@comcast.net or 908.612.7374.

Rake and Hoe Member _____ Date: _____



The Rake and Hoe Garden Club of Westfield

Deck the Halls Holiday House Tour

Thank you for advertising in the *Deck the Halls Holiday House Tour* ^{Program} Ad Book.

To prepare art files for your space in the booklet we need your current artwork or a pdf.

Name _____

Please print name and information as it should appear in the program

Name of Business (if applicable) _____

Address _____

Phone _____ Fax _____

E-mail _____

Ad size: _____

Type of camera ready art to be sent:

Digital file (**pdf preferred**) _____ Hard Copy _____ Design needed (additional fee) _____

Artwork Contact Person for approval: _____

Phone: _____ Email: _____

Send digital files to: Sir Speedy - print@sirspeedywestfield.com
Attn: Barbara Murphy
516 North Avenue East, Westfield, NJ 07090

The deadline to be included in the *Deck the Halls Holiday House Tour* Ad Book is 10/15/ 2014.

ARTWORK (camera ready) is to be sent to: print@sirspeedywestfield.com

We will need a pdf, .eps or .tiff file sized to the ad you purchased (300 dpi).

For additional information, contact Barbara Murphy at print@sirspeedywestfield.com or 908.232.1001.



FINAL RESULTS

Local Businesses	\$ Amount	Rake & Hoe Contact Person	Commitment Form	Payment Received	Printing Form	Comments
Payment with Pat						
Cod Almighty Chippery	\$25	Pat Wilson	Yes	\$25.00	NA	Completed
Curves	\$25	Beth Siano	NA	\$25.00	NA	Completed
Headcetera Hair Designs	\$25	Holly Schlobohm	Yes	\$25.00	NA	Completed
Juxtapose Gallery	\$25	Kris Luka	Yes	\$25.00	NA	Completed
Maggie Cooks, LLC	\$25	Beth Siano	Yes	\$25.00	NA	Completed
Savory Spice Shop	\$25	K. Luka/D. Genco	Yes	\$25.00	NA	Completed
Westfield Seafood	\$25	Peggy Smith	Yes	\$25.00	NA	Completed
Baci Hair Studio	\$50	D,D,P,W	Yes	\$50.00	NA	Completed
Eurosport of Westfield	\$50	Pat Wilson	Yes	\$50.00	NA	Completed
Flair Cleaners	\$50	Pat Wilson	Yes	\$50.00	NA	Completed
Flowers Naturally	\$50	Kay Cross	Yes	\$50.00	NA	Completed
Scott's Shoes for Town & Country	\$50	Beth Siano	Yes	\$50.00	NA	Completed
Hagey Landscape Contracting, Inc.	\$75	Inge Bossert	Yes	\$75.00	NA	Completed
Perrier & Lynch, CPA, LLC	\$75	Pat Wilson	Yes	\$75.00	NA	Completed
Victor Passucci Salon	\$75	Adah Levin	Yes	\$75.00	NA	Completed
5-Star Catering	\$125	Darielle Walsh	Yes	\$125.00	email	Completed
AIP Designs	\$125	Beth Siano	Yes	\$125.00	email	Completed
Kenneth W. Arida DDS	\$125	Pat Wilson	Yes	\$125.00	email	Completed
Bartell Farm & Garden Supply, Inc.	\$125	Adah Levin	Yes	\$125.00	17-Oct	Completed
Chem Clean Furniture Restoration	\$125	Jeanne Ryan	Yes	\$125.00	email	Completed
Susan Dinan, Realtor, Coldwell Banker East	\$125	Susan Dinan	Yes	\$125.00	email	Completed
Ivy Rehab Physical Therapy	\$125	Kay Cross	Yes	\$125.00	email	Completed
Barry & Jennifer Jaruzelski	\$125	Jill Sitcer/JM Ryan	Yes	\$125.00	email	Completed
Jennifer Watty Interior Design	\$125	Karen Jolley-Gates	Yes	\$125.00	10-Nov	Completed
Adah Levin, Realtor, Coldwell Banker East	\$125	Adah Levin	Yes	\$125.00	17-Oct	Completed
Minick's Fine Design	\$125	Clare Minick	Yes	\$125.00	email	Completed
Julie Ronner Interiors	\$125	Anna Daurio	Yes	\$125.00	24-Oct	Completed
Lori Vantosky Interiors	\$125	J. Sitcer/JM Ryan	Yes	\$125.00	24-Oct	Completed
Sir Speedy	\$0	Barbara Murphy	Yes	\$0.00	email	Free Ad
Star Painting and Carpentry	\$125	Janet Gardner	Yes	\$125.00	17-Oct	Completed
Travers Home Solutions LLC	\$125	Jeanne Ryan	Yes	\$125.00	17-Oct	Completed
& Design	\$250	Pat Wilson	Yes	\$250.00	email	Completed
BKC of Westfield Kitchen Design Gallery	\$250	Bobbi Grecco	Yes	\$250.00	email	Completed
Blizard Landscaping	\$250	J. Jaruzelski/J. Sitcer	Yes	\$250.00	10-Nov	Completed
Craig R. Stock Landscape Design	\$250	Darielle Walsh	Yes	\$250.00	email	Completed
Haven Savings Bank	\$250	Pat Wilson	Yes	\$250.00	email	Completed
Phelan Frantz & Peek	\$250	Marylynn Straight	Yes	\$250.00	email	Completed
Real Clean NJ	\$250	Susan D'Arrecia	Yes	\$250.00	email	Completed
Superior Interiors	\$250	Alice Cowell	Yes	\$250.00	27-Oct	Completed
Williams Nursery & The Gift House	\$250	Beth Siano	Yes	\$250.00	email	Completed

Wants no ad

Daurio, Dowd, Pietruszki, Wilson

Wants italics

Homeowner

Homeowner contractor: Jaruzelski

Homeowner: Harrison

Homeowner contractor: Jaruzelski

Homeowner: Womelsdorf

Local Businesses	\$ Amount	Rake & Hoe Contact Person	Comment Form	Payment Received	Printing Form	Comments
Barbara Vincentsen	\$250	Darielle Walsh	Yes	\$250.00	email	Completed
Frank Isoldi	\$500	Darielle Walsh	Yes	\$500.00	email	Completed
NJ Festival Orchestra	\$0	Darielle Walsh	Yes	\$0.00	email	Ad swap
White Birch Landscape Design	\$500	Pat Wilson	Yes	\$500.00	19-Nov	Completed
Coldwell Banker Residential Brokerage	\$750	Susan Dinan	Yes	\$750.00	email	Completed
Total	\$6,775			\$6,775		
Expenses				\$1,540		
				\$67.50		
Profit				\$5,167.50		

Declined						
Cool Vines	\$0	Beth Siano	NA	\$0.00	NA	Declined
Salon Visage	\$0	Beth Siano	NA	\$0.00	NA	Declined
Brick Oven	\$0	Beth Siano	NA	\$0.00	NA	Declined
Christoffer's	\$0	Beth Siano	NA	\$0.00	NA	Declined
Hamrah Carpets	\$0	Beth Siano	NA	\$0.00	NA	Declined
Scape-abilities	\$0	B. Siano/JM Ryan	NA	\$0.00	NA	Declined
Amberg's	\$0	JM Ryan	NA	\$0.00	NA	Declined
Michael Poz	\$0	JM Ryan	NA	\$0.00	NA	Declined
Shop Rite Liquors	\$0	Pat Wilson	NA	\$0.00	NA	Declined
Upholstery Unlimited	\$0	Pat Wilson	NA	\$0.00	NA	Declined
Bohemian Raspberry	\$0	Pat Wilson	NA	\$0.00	NA	Declined
Westfield Auto Spa	\$0	Pat Wilson	NA	\$0.00	NA	Declined
Continental Tailoring	\$0	Pat Wilson	NA	\$0.00	NA	Declined
Kennedy's Barber Shop	\$0	Pat Wilson	NA	\$0.00	NA	Declined
RWJ Fitness Center	\$0	Pat Wilson	NA	\$0.00	NA	Declined
Plant Solutions	\$0	Pat Wilson	NA	\$0.00	NA	Declined
Evalynn Dunn Gallery	\$0	Pat Wilson	NA	\$0.00	NA	Declined
Westfield Auto Wash	\$0	Pat Wilson	NA	\$0.00	NA	Declined
Horne Economics Consign. Shop	\$0	Pat Wilson	NA	\$0.00	NA	Declined
David Realty Group	\$0	Pat Wilson	NA	\$0.00	NA	Declined
Geiger Painting	\$0	Pat Wilson	NA	\$0.00	NA	Declined
Two River Bank	\$0	Pat Wilson	NA	\$0.00	NA	Declined
The Farmhouse	\$0	Kris Luka	NA	\$0.00	NA	Declined
Patricia & Paul	\$0	Kris Luka	NA	\$0.00	NA	Declined
Bartlett Tree Services	\$0	Susan Dinan	NA	\$0.00	NA	Declined
Knit-A-Bit	\$0	Susan Dinan	NA	\$0.00	NA	Declined
Meeker's Florist	\$0	Jill Sitcer	NA	\$0.00	NA	Declined
Michele's on Prospect	\$0	Darielle Walsh	NA	\$0.00	NA	Declined

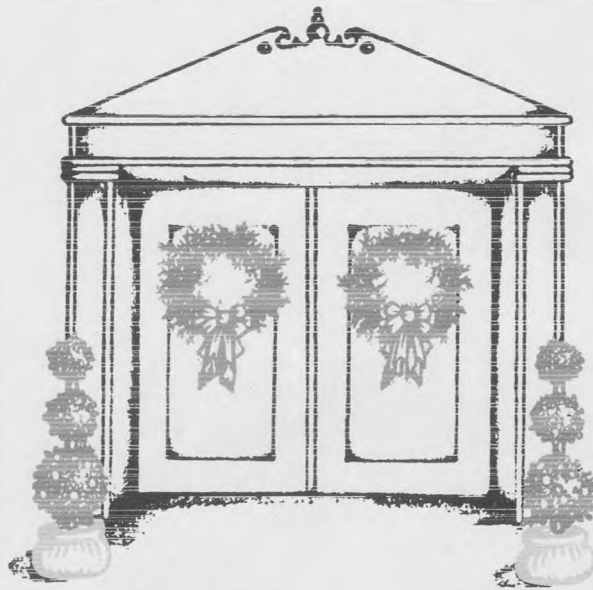
Basket offered

Gift certificate offered

Greens offered and accepted

refreshments offered

Tickets



THE RAKE AND HOE GARDEN CLUB
OF WESTFIELD
PRESENTS

"Deck the Halls"

A HOLIDAY HOUSE TOUR

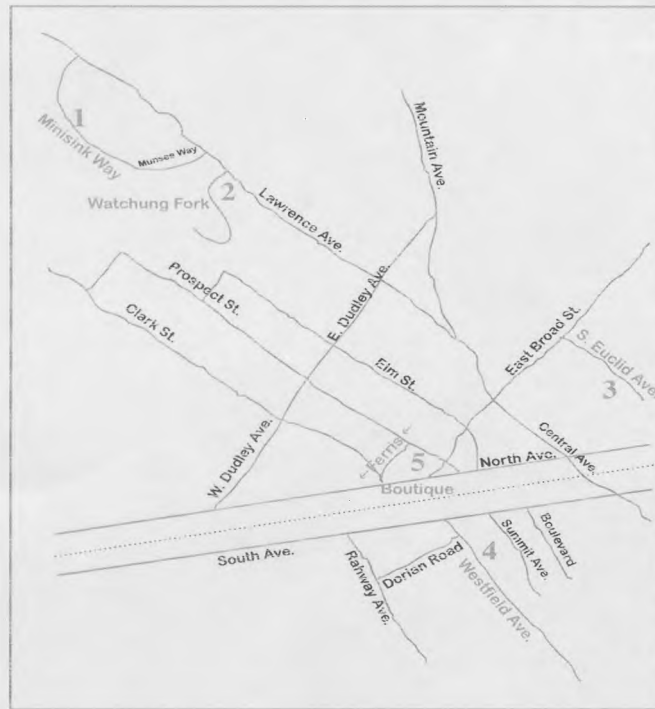
SATURDAY
DECEMBER 6, 2014
10 A.M. - 4 P.M.

4 HOMES DECORATED FOR THE
HOLIDAYS
AND FEATURING OUR
"CELEBRATE THE SEASON" BOUTIQUE

IN ADVANCE: \$35
AT THE DOOR: \$40

Printed ticket in file

FEATURED THIS YEAR



- ☐ 1 1011 MINISINK WAY
- ☐ 2 288 WATCHUNG FORK
- ☐ 3 210 SOUTH EUCLID AVENUE
- ☐ 4 625 WESTFIELD AVENUE
- ☐ 5 BOUTIQUE

METHODIST CHURCH HALL
1 EAST BROAD STREET
USE FERRIS PLACE PARKING LOT
FERRIS IS 1 WAY - ACCESS FROM PROSPECT ST.

HOUSES MAY BE VISITED IN ANY ORDER

FOR ADDITIONAL INFORMATION, VISIT:
WWW.RAKEANDHOE.ORG

2014 TICKETS NOTES

As recommended by Treasurer Carolyn Pulliam after the 2010 House Tour, the management of the tickets distribution and cash flow was separated from the Treasurer's function for the 2014 House Tour. Carolynn Pulliam performed this responsibility. The separation worked well and was greatly appreciated by the Treasurer.

For the first time, interested persons could purchase the tickets by mail by following the steps described on the Rake & Hoe website.

20 tickets were provided to each of the 4 retail outlets: Baron's, Christoffer's, Coldwell Banker East office, and Williams. Coldwell Banker and Christoffer's sold none. Price of tickets sold at these outlets did not increase from \$35 to \$40 on the day of the tour – too much aggravation for store owners (not worth the \$5 to ruin the relationship).

Each member was again asked to sell only 4 tickets.

Make sure the posters name the ticket outlets.

Deck The Halls Holiday House Tour 2014
The Rake and Hoe Garden Club, Inc. of Westfield, NJ

September 1, 2014

Dear Associate Rake and Hoe Member:

Rake and Hoe is once again putting on our "Deck The Halls" Holiday House Tour. It has become a well-received and eagerly anticipated event in Westfield. The tickets have been printed and members are busy selling them. The tickets are priced at \$35 each.

We always appreciate your support of Rake and Hoe and we welcome your support for our major fundraiser for the next four years. The most important way that you can help is to buy and/or sell the 4 tickets that are enclosed. We know you will enjoy the occasion. It would be great to tour the 4 houses and Boutique with a few friends!

Please mail your check made out to Rake and Hoe for the tickets to:

Carolynn Pulliam
648 Arlington Avenue
Westfield, NJ 07090
908-654-4037
ccpull@comcast.net

Once again, we thank you for your continued support of Rake and Hoe and the 2014 "Deck The Halls" fundraiser! Hope to see you there!

Beth Siano and Pat Wilson
"Deck The Halls" 2014 Co-Chairs

DECK THE HALLS 2014
TICKET SALES
\$35/Ticket
\$40/Ticket @ Door

			INITIAL TICKETS			ADDITIONAL TICKETS				
			Initial Tickets	Funds Amount	Date Received	# Add'l. Tickets	Funds Amount	Date Received	Total # Tickets	FUNDS TOTAL
29	Levin	Adah	4	\$140			\$0		4	\$140
30	Long	Paula	4	\$140			\$0		4	\$140
31	Luecke	Helen M.	4	\$140			\$0		4	\$140
32	Luka	Kris	4	\$140		3	\$105		7	\$245
33	Mahran	Faten	4	\$140			\$0		4	\$140
34	Minick	Clare	4	\$140		4	\$140		8	\$280
35	Mullin	Barbara	4	\$140		4	\$140		8	\$280
36	Murphy	Barbara	4	\$140			\$0		4	\$140
37	Murray	Marianne	4	\$140			\$0		4	\$140
38	Nolas	Mary Lou	4	\$140			\$0		4	\$140
39	Parker	Linda	4	\$140			\$0		4	\$140
40	Partridge	Margot	4	\$140		7	\$245		11	\$385
41	Pasterczyk	Helen	4	\$140		1	\$35		5	\$175
42	Pelikan	Jeanette	4	\$140			\$0		4	\$140
43	Pelikan	Richard	4	\$140			\$0		4	\$140
44	Perry	Lee	4	\$140		1	\$35		5	\$175
45	Phelan	Carol	4	\$140			\$0		4	\$140
46	Pietruszki	Maryann	4	\$140			\$0		4	\$140
47	Pulliam	Carolynn	4	\$140		2	\$70		6	\$210
48	Ryan	Jeanne Marie	4	\$140		12	\$420		16	\$560
49	Sato	Connie	4	\$140			\$0		4	\$140
50	Schirm	Carol	4	\$140			\$0		4	\$140
51	Schmidt	Colleen	4	\$140			\$0		4	\$140
52	Schlobohm	Holly	4	\$140			\$0		4	\$140
53	Shea	Mary	4	\$140			\$0		4	\$140
54	Sheridan	Peg	4	\$140			\$0		4	\$140
55	Siano	Beth	4	\$140		4	\$140		8	\$280
56	Sitcer	Jill	4	\$140		2	\$70		6	\$210

DECK THE HALLS 2014									
TICKET SALES									
\$35/Ticket									
\$40/Ticket @ Door									
			INITIAL TICKETS			ADDITIONAL TICKETS			
			Initial	Funds	Date	# Add'l.	Funds	Date	Total #
			Tickets	Amount	Received	Tickets	Amount	Received	Tickets
57	Smillie	Carole	4	\$140			\$0		4
58	Smith	Margaret	4	\$140			\$0		4
59	Smith	Mary Foley	4	\$140		12	\$420		16
60	Smith	Nancy	4	\$140		5	\$175		9
61	Spellmeyer	Barbara	4	\$140			\$0		4
62	Straight	Marylyn	4	\$140		3	\$105		7
63	Tittle	Sharon	4	\$140		4	\$140		8
64	Triarsi	Martha	0	\$0			\$0		0
65	Wagner	Carole	4	\$140			\$0		4
66	Walsh	Darielle	4	\$140		3	\$105		7
67	Wilson	Pat	4	\$140		8	\$280		12
GRAND TOTAL			264	\$9,240		147	\$5,145		411
Mail Order Tickets			#	Amount				Genco by mail	1
Giorgianni			4	\$140.00				to Pat 12/16	
Dissono			2	\$70.00					
Speamock			5	\$175.00					
Ferguson			6	\$210.00					
Haas			3	\$105.00					
Martucci			4	\$140.00					
Bevis			2	\$70.00					
Gladfelter			5	\$175.00					
Sidhu			3	\$105.00					
Mallon			3	\$105.00					
Douglas			1	\$35.00					
			38	\$1,330.00					

DECK THE HALLS 2014

TICKET SALES

\$35/Ticket

\$40/Ticket @ Door

		INITIAL TICKETS			ADDITIONAL TICKETS				
		Initial Tickets	Funds Amount	Date Received	# Add'l. Tickets	Funds Amount	Date Received	Total # Tickets	FUNDS TOTAL
Baron's	20 tickets	20	\$700		73	\$2,550	\$5 short	93	\$3,250
Christoffer's	20 tickets	14	\$490		0	\$0		14	\$490
Coldwell Banker	20 tickets	2	\$70		0	\$0		2	\$70
Williams	20 tickets	20	\$700		1	\$35		21	\$735
Other								0	\$0
GRAND TOTAL		56	\$1,960		74	\$2,585		130	\$4,545
Double Check								130	\$4,545

Houses

		#	Amount
Watchung Fork	@\$40	11	\$440.00
South Euclid	@\$35	3	\$105.00
Minisink	@\$35 -\$5 short	10	\$345.00
Westfield	@\$35	11	\$385.00
SubTotal		35	\$1,275.00

Boutique

@\$40	27	\$1,080.00
		\$1,080.00
	62	\$2,355.00

38 @ \$40	\$1,520
24 @ \$35 - \$5	\$835
Doublecheck	\$2,355

DECK THE HALLS 2014

TICKET SALES

\$35/Ticket

\$40/Ticket @ Door

INITIAL TICKETS			ADDITIONAL TICKETS				
Initial	Funds	Date	# Add'l.	Funds	Date	Total #	FUNDS
Tickets	Amount	Received	Tickets	Amount	Received	Tickets	TOTAL

Members	411	\$14,385.00					
Genco Check 12/16	1	\$35.00					
Mail Order	38	\$1,330.00					
Stores	130	\$4,545.00					
Boutique	27	\$1,080.00					
Houses	35	\$1,275.00					
Unidentified tix	45	\$1,590.00					
Boutique cash box		\$500.00					
Bout. Tix cash box		\$500.00					
Minisink cash box		\$150.00					
Westfield cash box		\$150.00					
	687	\$25,540.00					
Cash box deduction		-\$1,300.00					
Total Ticket Revenue		\$24,240.00					

DECK THE HALLS 2014
TICKET SALES
\$35/Ticket

		INITIAL TICKETS			ADDITIONAL TICKETS				
		Initial Tickets	Funds Amount	Date Received	# Add'l. Tickets	Funds Amount	Date Received	Total # Tickets	FUNDS TOTAL
Baron's		20			100			120	\$0
Christoffer's		20						20	\$0
Coldwell Banker		20						20	\$0
Williams		20			20			40	\$0
Other								0	\$0
GRAND TOTAL		80	\$0		120	\$0		200	\$0
							Double Check	200	\$0
<u>Houses</u>		#	Amount						
Watchung	@\$40	11	\$440.00						
South Eucli	@\$35	3	\$105.00						
Minisink	@\$35 -\$5 short	10	\$345.00						
Westfield	@\$35	11	\$385.00						
SubTotal				\$1,275.00					
Boutique	@\$40	27	\$1,080.00						
				\$1,080.00					
		62		\$2,355.00		38 @ \$40	\$1,520		
						24 @ \$35	\$835		
						Doublecheck	\$2,355		

12/3 Wednesday

- Construct boxes at Pat's

12/4 Thursday

Bank

- Deposit Ad Book checks
- Withdraw cash for boxes and complete boxes with cash

Sir Speedy

- Pick up programs

12/5 Friday

- Deliver water and napkins to each house
- Help set up boutique
- Deliver to boutique
 - o Ad books: 200
 - o cash boxes: Ticket Box: 40 \$10's & 5 \$20's; Cashier box: 100 \$1's, 20 \$5's, 20 \$10's, & 5 \$20's.
 - o tickets: 50
 - o nametags
 - o bookmarks to be used as giveaways from cashier

12/6 Saturday

- Deliver to houses
 - o Ad books: 125
 - o cash box: 10 \$10's & 10 \$5's
 - o tickets: 10
 - o booties/containers
 - o garbage bag for booties
 - o nametags
 - o ballpoint pens to mark tickets
 - o cookbook
- Pick up from houses
 - o Ad books
 - o cash box
 - o tickets
 - o actual price list of arrangements sold
 - o booties/containers
 - o garbage bag full of booties
 - o nametags
- Pick up from boutique
 - o Ad books
 - o cash boxes
 - o tickets
 - o nametags

Co-Chairs 2014

Co-Chairs Still To Do List

October

10/30 Contact Methodist church: Joe Guarraci, 908-233-4211, ext. 213

- Final walk-through scheduled for 11/12, 2:30 – 3:00
- Coordinate with Boutique chairs
- Deliver 2014 insurance certificate
- Deliver check for hall rental and custodian's first hour
- Confirm access/departure and custodian's tasks
- Confirm banner installation on 12/4 and removal 12/6

10/30 Contact DPW: Jim Gildea 789-4041, administrator@westfieldnj.gov, Joan Thermann, exec asst, jthermann@westfieldnj.gov; email response 10/30 saying OK

- Get proofs from Surf Dog
- Get banners from Surf Dog
- Deliver large banner (12'x3') to Jim's office for his team to hang on the circle

November

11/1 Posters/Lawn Signs: meet with the Pelikans on 11/1 at 11:00 at their house

- o Posters - 50 posters; put up on or about 11/1
 - o Rich and Jeanie will place 30 posters throughout the local area; do not do Baron's, Christoffers, Williams, or Coldwell Banker east because they have ticket sales posters
 - o 1 reserved for Paula Long to place at RWJ gym
 - o 6 for Pat to place at Manny's diner, Rustic Mill diner, Shop Rite Liquors, Flair Dry Cleaners, Continental Tailors, Garwood Post Office, Clark A&P, Vaccaro's, Deli King
 - o 6 for Beth to place at Stop N Shop, Vicki's, Bagel Chateau, Train Station, Showroom Car Wash, Westfield Diner
 - o 1 at the Bramnick office
Ask at Board for suggestions for locations - especially Scotch Plains, Fanwood, Cranford
- o Lawn Signs - 50 signs; put up on or about 11/15
 - o 1 at each of the 4 tour houses
 - o 2 at Shadowlawn
 - o 6 at the Circle
 - o 1 at Jeanne Ryan's parents' house on Blvd.
 - o 1 at Colleen Schmidt's house on Blvd.
 - o 1 at Beth Siano's on Clark St.
 - o 1 at Pat Wilson's on Willow Grove
 - o 1 at Lucy Wilson's on West Dudley
 - o 2 at park on North and West Dudley
 - o 1 at Barbara Mullin's house on New Providence Road
 - o 1 at Mary Smith's house on Lawrence Ave.
 - o 1 at Nancy Smith's house on Tremont
 - o 1 at Kris Luka's on Elm Street
 - o 1 at Beth Hanscom's on East Broad St.

- o 1 at Carolynn Pulliam's on Arlington
- o 1 at Kay Cross' on South Chestnut
- o 1 at Karen Jolley-Gates' on Highland
- o 1 at Diana Kazazis' on Effingham
- o 1 at Helen Pasterczyk's on Stanmore
- o 1 at the Historic Society
- o 4 at park on Mountain/Lawrence Ave.
- o 1 at Walter-Gilbert House in Fanwood
- o 2 at Williams Nursery
- o 1 on Springfield Ave.
- o 1 at South & Central
- o 1 at South Ave. train station
- o 1 at North Ave. train station
- o 1 in Blvd median at Grove St.
- o 1 in Clark St. median at West Dudley
- o 1 in Lawrence Ave. median at East Dudley
- o 1 at Rahway Ave. median near soccer field
- o **REMOVE on 12/7 and return to Pat Wilson; Pat returns the stands to the Y**

Second Meeting w/ House and Boutique Co-Chairs: confirm supply orders, etc.

Trees and roping – confirm amounts needed with House co-chairs

- Home Depot for trees and Costco roping
- Get sales tax information to HD and Costco
- Deliver copy of donation request letter and speak with manager re: donations/bulk pricing

Boxwood, Oasis & Wire – confirm amounts needed with House co-chairs

Shepherd's Hooks – confirm that each house has a hook from which to hang the signs

Pricetags – Inge Bossert produced these for the houses

Tri-fold - Confirm that the tri-fold is with the Boutique team so the team can design a board illustrating Rake & Hoe' activities.

Sandwich Sign - Confirm use of Y's sandwich sign for the boutique entrance via Darielle Walsh

Ad Book Meeting: confirm layout, final list of all advertisers with artwork to be loaded onto website, finalize special sections to be inserted where needed (President's note, thank you's, etc.)

Have tickets available at our November Joint Meeting with the Westfield Garden Club. Ask WGC president to notify her members that the tickets will be available for sale at the meeting.

Catering: confirm catering orders, sign contracts and cut deposit checks for the houses and boutique lunches and the Afterglow Party.

Email/mail invitations with programs to homeowners inviting them to join the Friday evening Friends and Family Tour and giving them the home locations.

Keep loading articles onto website and Facebook!

December

Wednesday Co-Chair Tasks

- Deliver Christmas tree(s) to each house

Thursday Co-Chair Tasks

- Withdraw cash from bank for each house and boutique
- Construct cash boxes for each house (8 \$10 bills & 4 \$5 bills) and boutique (ticket sales box: 40 \$10 bills & 5 \$20 bills; cashier box: 110 \$1 bills, 100 \$5 bills, 20 \$10 bills, and 5 \$20 bills)
- Include in box: cash, ball point pens to mark tickets, tickets (15/house and remainder at boutique), nametags, price tags, and "No Photos" signs; in boutique boxes include remaining bookmarks to be used as "giveaways."

Friday Co-chair Tasks

- Deliver water, cookbooks and arrangements sales sheets to houses
- Deliver Y's plastic sandwich sign and printed "DTH Boutique Here" placards to co-chairs
- Deliver cash boxes to boutique cashier and ticket seller teams and ad books
- Deliver 200 ad books
- Deliver banner to boutique/set it up
- Assist in boutique set-up
- Attend evening walk-through

Saturday Co-chair tasks

- Deliver to houses
 - cash box (cash, ball point pens to mark tickets, 15 tickets, nametags, price tags, and "No Photos" signs)
 - Ad Books (150 per house)
 - booties/containers
 - garbage bag for booties to be thrown out at the end of the day
- Deliver to boutique
 - Have 1 Co-Chair stationed at the boutique with access to extra tickets and ad books (100 reserved for this) and ready to deliver them to any house in need. Have the other co-chair floating to resolve any other issues that arise.
 - Have lunch delivered to the Boutique team
- Pick up from houses
 - cash box/tickets
 - actual price list of arrangements sold
 - booties/containers
 - garbage bag full of booties
 - nametags
- Pick up from boutique
 - cash boxes/tickets
 - nametags
 - banner

After The Tour

- Collect any outstanding cash/cash box items
- Count all cash boxes
- Do a first-run accounting of proceeds and deposit cash into the appropriate account(s)
- Hold Afterglow Party the day of the December General Meeting
 - Discuss the Tour's success with regard to both design and proceeds
 - Sell any remaining items from the houses and boutique
- Do a final accounting of proceeds and deposit any remaining cash into account(s)
- Send out thank you letters and an ad book to each of the homeowners, advertisers and donors
- Collect all photos and work with Historian [and any other interested members] to construct photo albums for the homeowners to make an album of each house. Include in the album an ad book, a couple of bookmarks and perhaps a note from the house co-chairs.
- Finish up all your notes and make electronic and printed files for the next Deck The Halls Team! Store files, signs, bootie containers, in a safe, out-of-the-way place until the next team is selected.
- Meet with the president, VP and the new co-chairs to discuss the next Deck The Halls!

Last Minute Items

John [patjohnwilson@hotmail.com]

Sent: Thursday, December 04, 2014 8:53 AM

To: tracyc50@yahoo.com; pbadala@yahoo.com; alice.cowell@yahoo.com; joanebee@hotmail.com; collskitchen@gmail.com; mrrjambo@verizon.net; jrsitcer@aol.com; alan.nancy.smith@gmail.com; bssuttmeyer@hotmail.com

Cc: elizabeth.siano@gmail.com; danandkarengates@verizon.net

Ladies -

Just a couple of good news last minute items. First, **we are going to have a reporter** from The Leader, Christie Storms, walking through the house tour on Saturday. She will be taking notes and photographs. Since we want to be able to have her tell as much of your stories as possible, Christie has been asked to identify herself at the door and walk through the house with the house co-chair on duty. That should give you the opportunity to explain your theme and show her how it was interpreted in each room.

Speaking of photos, **our roving photographer**, Patrick Keenan, will be shooting the 2 of the houses from 3:30 to 5:00 on Friday afternoon and then the remaining 2 houses from 7:00 to 9:00 in the evening. Don't worry about not being able to see the outside of the house at night. He has the equipment to make it look like daytime - and sometimes even better! Patrick has been asked to follow the order of the houses on the ticket, so he'll be starting at Minisink. He also has been asked to identify himself at the door and ask for the co-chairs or whomever is on duty. We anticipate this will take 30-45 minutes and then he'll be off to the next house.

Enjoy the rest of the week. You all are spectacular!!! It is your creativity, dedication and hard work that will make the 2014 Deck The Halls Holiday House Tour a success! Thank you.

Pat and Beth

DECK THE HALLS CLEAN-UP ITEMS

Good morning, ladies!

First of all, let us congratulate you on a fabulous tour!!! You have outdone yourselves!!! Hope you enjoyed Sunday getting some very well deserved rest and relaxation!

Now that we're back into the work week, there are a few items that we need to ask you for:

1. Lawn signs - Thank you for taking down some of the lawn signs. Please bring the metal "H" stands to the meeting on Wednesday. They were borrowed from the YMCA and need to return home. We have enough of the signs themselves to save for the 2018 team, so those can be recycled.
2. Programs - Please bring any extra programs with you to the meeting as well. We'd like to use them as a thank you gift to our advertisers.
3. Décor Sales - Please bring your sales summaries along with the checks and cash to the meeting. Your expense summaries should also be delivered then so that Beth and I can calculate each house's bottom line.
4. Boutique IOU's - If you did an IOU for Boutique items, please bring your check or cash with you to the meeting. Also, if there are any items that are to be auctioned off at the meeting, please bring those with you as well. OR if you prefer to drop off items before the meeting, please coordinate with Beth.
5. Check requests - Pat is expecting a boatload of check requests with receipts attached on Wednesday, but will bring additional check request forms with me.

That's it for now. Again, thank you for all of your inspiration and perspiration!!! You are absolutely amazing!!!

Pat and Beth