

Milford Cemeteries
Flower Trust Program
Procurement, Placement & Removal Process

- 1) **Memorial Day Flowers:** Beginning with calendar year 2022, the Milford Garden Club has agreed to lead this program. Below outlines the scope and process for this activity.

Program Guidelines

Flower Procurement Garden Club will source for Flowers

- Garden Club places order with their sourcing vendor of choice in January or time which ensures availability for placement by Memorial Day.
- Prior to ordering flowers, Garden Club will contact Public Works to confirm budget available to spend. (Budget = Income generated in the current year just ended by the Flower Trust Account)
- If there are concerns that the interest generated will not cover the cost of flowers, the Milford Garden Club will contact the Cemetery Trustees for resolution.
- Sourcing Partner submits Invoice to;
 - Town of Milford
 - 1 Union Square Attention:
 - Trustees of the Flower Trust
- Garden Club picks up flowers at vendor and moves on to Flower Placement

Flower Placement (Garden Club)

- 1 time per year with placement completed by Memorial Day weekend.
- Garden Club can place flowers in advance of Memorial Day weekend
- A Cemetery Map including sections and lot numbers for grave site location is provided

Flower Removal (Public Works)

- Public Works Dept is responsible for flower removal @ end of season

- 2) **Easter and Christmas Flowers:** There are several arrangements that are delivered to churches annually outlined in the Flower Trust.

Program Guidelines

These orders will be fulfilled through local florist.

- Arrangements will be made with florist as a standard order to be process annually
- Florist will Invoice:
 - Town of Milford
 - 1 Union Square Attention:
 - Trustees of the Flower Trust