

Visit Objectives:

- ❑ Locate the Stover Seed pallet, install and set to POG the FOUR Stover Seed panels on the “Seed Packet Island”
- ❑ Take an inventory of Stover Shakers BEFORE re-stocking/adding new Stover Shakers
 - Check the backroom as well as the “Growing Media” section for remaining product from the previous year
- ❑ Stock the Stover Grass Seed products in the Grass Seed aisle

Stover Seed Panel Set-Up

Once arriving at the store, please locate the Stover Seed pallet (see picture to the right). Typically, this pallet is found in the overhead racks above the seed starting kits/Growing Media Section. If not here, check the racks in the garden area, receiving area or in back where the MET rack is located. If you still cannot find the Stover Seed pallet, check with a store manager or someone in receiving. Please ask a store associate or a MET person to get the pallet down and moved to the Seed Packet Island. Also, it is possible that the store took the boxes off of the pallet and put them in the seed starting bay or the Seed Packet Island.



TWO Planograms (POGs):

1. **HD Store POG** – shows where the Stover panels go on the Seed Packet Island. As you can see on the HD POG, the Stover panels will go on the back end of the Seed Packet Island.
 - a. It is possible that you may find that Ferry Morse has 2 additional panels where we are supposed to be. Ferry Morse mistakenly shipped 2 extra panels and MET may have put them up in our place however Stover Seed has the back end of the display and no other vendor is allowed in that space. If so, let the garden manager know or the MET supervisor and show them a copy of the Home Depot Seed Plan-O-Gram. If you cannot find anyone, remove the 2 Ferry Morse panels and put them in the seed starting bay on the upper shelves, set them aside or inside the seed display.
2. **Stover POG** – shows where the packet seeds go on the Stover Seed panels.

Each store will receive FOUR panels that are shipped in TWO BOXES with each panel labeled A, B, C & D. There is also an additional box (or two) with loose seed packets that are to be placed on the panels according to the Stover POG.



When installing the panels on the fixture, please use 14-inch zip ties to firmly secure the panels (see pictures to left). Further secure the panels by using clear packing tape (see picture to right). Stover will ship you zip ties and packing tape however if you run out, please purchase and we will reimburse you. Please submit receipts for purchases to JRDM to be reimbursed.

After installing and securing the panels, please attach the “Look” signs (see picture to right) with clear packing tape.



Stover Shakers

Stores may also receive Stover Wildflower Seed Shakers in addition to merchandise on hand from the previous season. The shakers go in the seed starting bay/Growing Media Section (see picture). BEFORE placing new merchandise, please take an inventory of each type of Shakers BEFORE you place the new shipment. This information will be required on the Report Form as well as the quantities of the new shipment of Shakers.



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Stover Grass Seed

Grass Seed products are owned by Home Depot and shipped directly to the store; please **do NOT take Grass Seed out of the store**. **These products are** located in the Grass Seed section/aisle and overstock will be found in the OVERHEAD of this area. **Please ask an associate to move the product from the overhead. Do NOT climb ladders to get product.** There are different **types** of Stover Grass Seed products depending on your market, examples are on our website. In ALL markets, there should be two FACINGS of EACH product. **After you stock and straighten, please photograph the GS section!**

Report Questions – *you are required to complete an online Report Form for each visit however this is simply an easy-to-use list of the questions that will be asked on the report form*

General Information: Your Name, Store Number, City, State, Visit Date, Time In/Time Out

Seed Packet Panel Setup

Was the Seed Packet Island setup at this store? Yes/No

If no, please locate the Garden Department or MET Manager during your visit to find out when it will be installed

Did you locate the shipment of Stover Seed panels? Yes/No

If no, please locate the Garden Department or MET Manager to assist in locating the product. Oftentimes the MET team or store will place the pallet inside the Seed Island Structure or in the overhead above the Growing Media or other Garden section/department

Did you successfully install the four panels to the Seed Packet Island? Yes/No

If no, please explain any issues with the installation

Did you set all panels to the POG?

If no, please explain why

Stover Shakers

Upon arrival, are there any Stover Shakers at this store?

If yes, please take a BEFORE inventory; enter the Shaker Name (Variety) and quantity for each variety

Did you locate the new shipment of Shakers?

Where are the Shakers located?

What varieties are at this store? Select all that apply and include quantities (total BEFORE and NEW quantities): California Mix, California Poppy, Hummingbird & Butterfly Mix, Northwest Mix, Rocky Mountain, Southwest Mix

Grass Seed

Where is the Stover Grass Seed located?

What type of Grass Seed products are at this store?

Select all that apply and include quantities: Bonsai Fescue, Dichondra, White Clover, Buffalo Grass, Native Grass

Manager/Store Associate and Title

Comments

Section to upload pictures of the Seed Panels, Shakers and Grass Seed – you are REQUIRED to upload these pictures unless they are no in stock.