

## WHAT IF I NEED TO CANCEL?

Occasionally garden owners need to cancel their opening for a variety of reasons. As the Guidebook is in the public domain, we can't guarantee that everyone will be aware of the cancellation and so it is helpful if you can do the following:

- Please notify your District Organiser as soon as possible, so that they can tell Head Office and we can update the website.
- Take down any posters advertising the opening and replace them with posters detailing the cancellation. The office can prepare this 'cancelled' poster and will send it to your District Organiser.
- If the opening has been advertised in the local press, the District Organiser will place a cancellation advert.
- On the opening day, please make sure that there are clear, prominent signs at the garden apologising for the cancellation and suggesting another garden or similar local attraction. Your District Organiser can help with suggestions and Head Office can prepare a poster.
- If the cancellation is very last minute, you can **download the poster** in this section.

We appreciate that sometimes time constraints mean that it's not possible to do everything we have suggested, we just ask that you do what you can.

If appropriate, you might like to consider a '**Pop-up**' opening later in the year.



**GARDEN  
OPENING  
CANCELLED**