

# VAL Reception Coordinator

## Timeline:

1. One month prior to the opening reception, consult with the curator to discuss what they have in mind for the reception. Contact and schedule a bartender for the reception. Christi Martin is a certified bartender so contact her first to see if she is available. [christiann.martin@icloud.com](mailto:christiann.martin@icloud.com). \$80.00 is the fee we pay. If Christi is unavailable, contact Jerome Bush at [469-233-8541](tel:469-233-8541). He provides his services frequently at The Grand. If neither Christi or Jerome are available contact Denise Helbing at The Grand. [dhelbing@cityoflewisville.com](mailto:dhelbing@cityoflewisville.com) She has contacts for bartenders and can assist you. \*Bartenders need to know we are not allowed to accept tips or donations at the reception because we do not run a cash bar, which is why we pay \$40.00 an hour.

2. Two weeks before the opening reception, check supplies in the VAL closet (clear cups, plates, napkins small water bottles etc...).

a. If you buy anything save your receipts and fill out the "Reimbursement Form" which can be found on our website. Send the receipt and form to our Treasurer, Jerry McKay. To expedite the process you can text Jerry ([972-977-8045](tel:972-977-8045)) a photo of the completed form and the receipt.

b. Make sure the black tablecloths are clean and in the closet.

c. Have your food selections planned in accordance with the budget. The Curator will have sign-up sheets at intake to request additional food as well as wine donations. We always request wine donations from our artists as our budget doesn't cover alcohol.

3. The week of the opening reception contact Denise Helbing at The Grand. Let her know what you will need her staff to set up. The standard set-up is: two long tables for food/bartender, two of the black skirted trash cans, and additional benches in the hallway in front of the gallery. Also, contact and confirm your bartender and instruct them to be at The Grand 30min prior to the reception.

4. Day of opening reception, you should be on the premises at least one to one and a half hours prior to set up. There is usually a staffer at the desk in the lobby. They will unlock the classroom/closet for you. Transfer supplies to reception area and dress the tables. Use the red cooler in the VAL closet and fill with ice from the kitchen on the premises. We have a metal tub with a plastic liner in the VAL Closet. This is used to chill white wine and water bottles. Extra water bottles and white wine are placed in the cooler. All food and beverages should be in place 30min prior to opening.

## Clean-up

At the end of the evening, the tables need to be stripped down, black tablecloths need to be taken home to be laundered and returned to the closet for the next event, and any left over supplies go back in the closet along with the red cooler. Left over wine should go home with Christi (if she is the bartender) or a VAL officer to be stored for the next event. We can NOT store alcohol in our closet! You can take any left over food home, give it away or throw it out if it's a small

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amount. The Grand Staff will remove tables and trash cans. Please try to expedite clean-up, as The Grand Staff can't leave until we are done with our duties.

### **Exhibits Schedule**

2023

Off the Wall - Opening Reception Saturday October 7th

Budget is \$300.00

2024

Deconstructed - Saturday January 6th

Budget is \$300.00

Home - Saturday May 11th

Budget is \$300.00

Patterns and Textures - Saturday August 17th

Budget is \$100.00

\*The reception for this exhibit is smaller due to reduced budget.

Fresh Ideas 2024 - Saturday September 21st

Budget is \$500.00