

Holiday Boutique Chair- Responsibilities

9/2021

The Chair of the Holiday Boutique is responsible for recruiting committee chairpersons for the annual Boutique for a variety of positions, and to work with those chairs to set up targeted objectives. The chair works with the Greens Workshop Chair, along with the committee chair, along with committee chairs for the Boutique, and other club members for the success of the Boutique. Note that the Boutique is traditionally the first Friday after the Thanksgiving weekend.

Responsibilities:

January:

1. Contact the secretary at Saint George's Church (preferably in person) about availability of church hall from Sunday afternoon through Friday of Boutique Week. (Church secretary # is 203- 453- 2788 X 210)
2. We also need the Father Sullivan Service is to be used for the sale, that must be booked for Thursday night, 6pm until cleanup on Saturday morning.
3. Remind the Treasurer about a donation to the church (which was recently been donated to their garden) and to the Boy Scouts for their help.

February thru June:

1. Boutique Chair works with the president to sign up as many subcommittees chairs as possible and provides them with job descriptions if needed. Try to include some new members. Starred subcommittees usually have co-chairs.

Greens Workshop Chair
Publicity
Signage and Posters
Bake Sale
Raffles

Broad Street Wreaths
Workshop Food (3 people)
Boutique Food (2-3 people)
Inventory Storage

2. Provide president with names of chairs and boutique dates for the yearbook. If there are still openings, keep looking to fill them.
3. Attend board meetings if possible or contact president to keep board appraised of progress.
4. Develop ideas for sales and workshops if needed. All purchases should be coordinated with the Green Wreath Workshop and Boutique Chair. The Treasurer is chair person of sales and finds her own workers.
5. Review job descriptions with new chairs; request input to possibly develop new ideas for sales and workshops.
6. Chairpersons need to have sign-up sheets ready for the October and November meetings. Remind chairs that people often forget what they have signed up for. It is best to call and remind the people on their lists the week before they are needed to let them know we are counting on them.
7. Remind sales persons on Boutique day that they should wear their GGC aprons. There have been complaints that sales people were not easily identifiable.
8. Sign up sheet for schedule of workers at the Boutique is the responsibility of the individual chairs with a copy to the Boutique chair. Treasurer will prepare sign-up sheet for cashiers.
9. Work with Publicity Chair and Candlelight walk on Broad Street chair to plan for publicity: notices in Federated Newsletter (must be done 3 months in advance) in the local papers, in "Guilford Patch" and other websites. Consider having newspaper ads placed 2 weeks before Boutique. Check to see when these need to be submitted.

October:

1. Reconfirm with the church secretary that reservation for the hall and Father Sullivan Center is still in place and if any rooms are reserved for other groups, e.g. AA or CCD classes. Report any changes to the Greens Workshop Chair and the president. Reconfirm with the Boy Scouts if we will be using them.

 2. Order about 25 fliers (or create ourselves on the computer) that will be put out around town 2 weeks before the Boutique. At the November meeting, request some volunteers to handle this. Try to get them only in places we know will display them, i.e., libraries in Guilford, Branford and Madison, post office, Page's, etc. Volunteers should coordinate what places they will cover.

 3. Report to Board and members on all current Boutique progress.

 4. Arrange to have pricing labels created for the Boutique as well as the signs for the Bake Sale and Raffle as well as specialty items for sale.

 5. Check on the condition of the four signs with Signage and Poster Chair:
 - sign for the north end of the green which will be put out 2 weeks before the Boutique
 - sign in front of Saint George's church
 - sign for Broad Street which is placed in front of the barriers on Broad Street when the street is closed off and removed at 9pm when the barriers are removed by the police
 - largest sign in front of the Sullivan Center.
- Change the dates and upgrade the signs as needed. Signs should be in BIG LETTERS with only essential information so they will show up. Any changes to signs, other than dates, will need approval by the president and Green Wreaths Workshop Chair. All new signs should be done before the October meeting.

November/December:

1. With Properties Chair and Greens Workshop Chair (often one and the same), check storage for items necessary for the Boutique, e.g. linens, lattice, poles, signs. Check to see if linens need to be laundered. Repair or clean if necessary.

Note: Boutique may fall in either November or December.

2. Green Wreath Workshop set-up begins on the Sunday after Thanksgiving weekend at around 2 pm. At the November meeting, line up volunteers with trucks and some men, (usually husbands) to move supplies from the storage facility to the church hall. Call Jim Goodrich (203-627-5973) about a week before we want to get into the storage area and ask if he can meet us at 2 pm to load up our materials. We also remind him that we will be returning some items on both Thursday and Saturday (give him an approximate time and verify both with him). At this time the signs are placed in front of the church and in front of the Sullivan Center. The one for Broad Street is held until @ 5:30pm Friday evening. Request help from club members to set up for the workshop. Coordinate with the Green Wreath Chair.

3. Confirm with the Boy Scouts about help with the Boutique. Boys help carry the wreaths from the church hall to the Sullivan Center Thursday.

4. Check that Workshop Food Chairs will have all in place on Monday morning at 9am.

5. Be ready to help in any way at the workshop.

6. During the week of the workshop, check with all chairs that everything is ready for Friday, the day of the Boutique.

7. Work with the Greens Wreaths Chair, Inventory Chair, and committee members to clean up after the workshop, remove leftover greens and see that decorating supplies are taken back to storage. Some of the leftover greens are saved for decorating the post office, horse trough and town hall. Check with the chairs before discarding. Ask truck owners if one of them can take the greens to the stump dump.

8. On Thursday evening, work with Green Wreaths Chair to set up for the Boutique.

Saturday morning after Boutique:

1. Along with the Greens Wreaths Chair, have volunteers with trucks arranged to return all equipment, poles, lattice, signs, etc. back to the storage center. Check with Claire, Peer Ministry Coordinator at least one week in advance to see if the Youth Group is available to help (we would give them a donation, as we do the Boy Scouts).

January:

1. Ask Boutique Chairs for a quick evaluation of their jobs in order to prepare a short report on the Boutique for the president with observations and suggestions, if any.

Contacts used in the past:

Liz O'Connell, Secretary, St. George's Church- 203-453-2788- Ext. 210

Scout Master-

Claire- St. George Peer Ministry Coordinator- 203-453-2788- Ex. 209