

## Boutique Set-Up Chair - Responsibilities

9/2021

The chair is responsible for confirming date, obtaining appropriate space/permits and coordination materials/personnel required to set up of our annual Boutique.

### Responsibilities:

#### January:

1. Towards the end of the month, double check with the Chamber of Commerce to confirm that the tree lighting will be held on the first Friday after the Thanksgiving holiday weekend.
2. Contact the church secretary at St. George's, either in person or at 203-453-2788 ext. 201 to schedule needed space in the church hall for the week of the Boutique from Sunday around 4 pm for set up of the church hall for our workshops from 9:30am to 3:30pm on Monday, Tuesday, and Wednesday with a possible workshop on Thursday if needed. We may have to work around scheduled classes and a food drive being held in the church during those days.

#### February:

1. Check with the church secretary if you have not heard from her within two weeks after initial contact. Stop in to see her to verify that we have the space requested.
2. Notify the board of the date for the tree lighting. This date coincides with our Boutique.

#### September:

1. Apply for a permit to place sign on the town green from the first selectman's office.
2. Request form from treasurer for reimbursement of permit fee. Fill out, and submit with receipt from the selectman's office to the treasurer.

3. Check with the Knight's of Columbus to see if we can use their tables for the boutique week. (Sunday through Friday)
4. Contact Boy Scouts leader for help with Thursday evening set up - clearing out large classroom in the Sullivan Center and storing chairs, etc. in vacant rooms; Set-up tables from the church hall in large classroom as directed by Green Wreaths Chair, setting up lattice, transferring wreaths for adults to hang, as well as transferring other items for Boutique sale, and then cleaning the church hall. Also request troop to return on Saturday morning for final clean up and resetting up of the Sullivan Center with chairs, etc.

**October/November:**

1. Reconfirm space requirements with church secretary and notify Green Wreaths Workshop Chair and president of any changes/modifications made regarding original space requested.
2. Reconfirm September request with Boy Scout leader regarding help from the Boy Scouts.
3. Request use of The Hole in the Wall's sandwich board to use on the Green. Request help in having board picked up and returned.
4. Request volunteer with a truck to transport lattice, poles and signs from the storage location to the church hall. Also, request help with setting up signs at the church, on the green, and in front of H. Pearce two weeks before the event.

### **Boutique Set Up:**

1. On Thursday evening after catechism classes have ended, (around 6pm), have Boy Scouts go to the Father Sullivan Center to break down the room used for the boutique. All chairs are removed and put in the second and third rooms on the left. The first room is used for storage and repairs as needed.
2. Based on input from the Greens Wreath Workshop Chair, tables are set up around the perimeter of the room, followed by set up of lattices (the large white pieces are arranged in the middle of the room, the smaller pieces are placed on tables around the room).
3. Wreaths are transported from the church hall by the scouts for placement by volunteers on the lattice.
4. All remaining items in the church hall are transferred by the scouts and put in the first room (other rooms can be used as needed). At the same time the church hall is then cleaned up, room cleaned up and vacuumed and any trash removed. The boy scouts are thanked, dismissed and requested to return on Saturday for clean up, etc. of the Father Sullivan Center.

### **Day following the Boutique:**

1. Request a volunteer with a truck to transport poles, lattice and signs back to the storage location for storage until the next boutique. Exception: the sandwich board borrowed from The Hole in the Wall needs to be returned to them (we keep the sign and store with other signs for use in the following year). In addition, the tables need to be returned to the Knights of Columbus.

### **January following the Boutique:**

1. Prepare a report for submission to the president with observations and suggestions.