

# **30th Die Künstler von Fredericksburg Fall Show and Sale**

## **TIMELINE**

### **THURSDAY, NOVEMBER 9th**

#### **THURSDAY-12:30 pm**

**DELIVERY OF THE SHOW**-Pick up and load a trailer with the panels, lights, tools and supplies that are stored in Ruby Lee's shed which is behind her Beauty Parlor 706 Alfred Street.

#### **THURSDAY-1:00 pm TILL DONE**

**"SET UP COMMITTEE"**-Help to handle large boxes, set up panels and lights. Panels are light weight and easy to handle. Set up chairs and tables, etc.

### **FRIDAY, NOVEMBER 10th**

#### **FRIDAY-8:00-10:00 am**

**"RECEIVING OF SHOW ENTRIES"**-Arrive at St. Joseph's Halle at 8:00 am for instructions. Help artists to bring their artwork to Table #1 inside the parking lot side door. Check frames, wires, labels, paperwork, Bio, business cards, etc. Make certain that each artist has chosen TWO volunteer roles for the weekend. Help artists to move their framed artwork to panels where their name is located.

**Bring dry (not gooey) snacks to food area to be bagged by food volunteers.**

**"SET UP FOOD TABLES"**-Arrive at the food area (main entry hall) to set up 3 to 4 long tables with cloths and put food into bags for reception.

#### **FRIDAY-10:00 am**

**"HANGING COMMITTEE"**-Must have previously hung an art show. Responsible for hanging one pod under direction of Chair. **Artists do not hang their own artwork.** Artwork that has been sold will remain in place on display panels for viewers to decide about People's Choice Awards, etc. unless the buyer is leaving town, then, a special exception can be made.

**FRIDAY RECEPTION-5:00-8:00 pm**

**“FOOD AND WINE COMMITTEE”-All wine servers must have TABC Sellers Training Certificate.** Food committee mans the food tables, keeping baskets full, also replenish coffee and water service.

**FRIDAY, SATURDAY, SUNDAY**

**“GREETERS”**-Put signs out before and after each show day. Greet guests give out ballots and pencils, encourage people to vote. (This is our record for City and County grants!) Introduce guests to the artists they are interested in, schmooze, greet and be generally friendly to all visitors. Help sales room.

**FRIDAY, SATURDAY, SUNDAY**

**“SALES COMMITTEE”**-Learns to use card reader. Handles all sales. Hands out requested Bios.

**FRIDAY, SATURDAY, SUNDAY**

**“AWARDS COMMITTEE”**-Provide ballots and pencils to the greeters to give out...collect and count votes each day. Announce the winners of People’s Choice and Member’s Choice Awards on Sunday.

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**“PUBLICITY”**- June-get ads in paper, local magazines. August-print posters and postcards. September-Reserve banner on city website, hand out posters and postcards to members at monthly meeting. November-Hand out mini-flyers to STR/Hotels. Distribute posters. After Show-Put awards photos in newspaper.

**“SPREADSHEET”**-Create and maintain artist entries. Final sales report to treasurer.

**“PHOTOGRAPHER”**-Take photos of panels, take photos of awards ceremony. Send photos to webmaster and publicity chair.

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**SUNDAY-END OF SHOW-4:00 pm**

ANNOUNCEMENT OF AWARDS

TAKE DOWN BEGINS AT 4:30 pm

**ALL HANDS ON DECK !**