

33rd Die Künstler von Fredericksburg **Fall Show and Sale**

DUTY INSTRUCTIONS & TIMELINE

THURSDAY, NOVEMBER 12th

THURSDAY-9:30 am

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-10:00 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.

PIZZA WILL BE ORDERED FOR WORKERS!

FRIDAY, NOVEMBER 13th

FRIDAY-8:30-10:00 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.

"SET UP FOOD TABLES"-Arrive at the food area (main entry hall) to set up 3 to 4 long tables with cloths, coffee urn and water tanks.

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 the 13th, SATURDAY the 14th, SUNDAY the 15th

“GREETERS”-Put flags and signs out before 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. **At the end of each day: please bring in the flags and signs.**

FRIDAY, SATURDAY, SUNDAY

“SALES COMMITTEE”-Learns to use card reader. Handles all sales. Please double check price card with artwork label. Get telephone numbers of buyers. Hands out requested Bios.

FRIDAY, SATURDAY, SUNDAY

“AWARDS COMMITTEE”-Provide ballots and pencils to the greeters to give out to visitors. Collect and count votes at the end of the show, tally the votes for grant data. Announce the winners of People’s Choice and Member’s Choice Awards on Sunday.

“PUBLICITY”- June-get ads in paper, local magazines and FBG Standard. August-print posters and postcards. September-Reserve banner on city website, September and October: hand out posters and postcards to members at monthly meeting. October and November-Put color ad in FBG Convention and Visitor’s Bureau website. Hand out mini-flyers to STR/Hotels. Distribute posters, put color ad for 6 weeks in the FBG Standard and the Daily Update. **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: Jane Dickinson: **Ljanedickinson@gmail.com** and publicity chair: Carol Seminara: **fbgcarol@me.com**

SUNDAY-END OF SHOW-4:00 pm
ANNOUNCEMENT OF AWARDS
TAKE DOWN BEGINS AT 4:30 pm

ALL HANDS ON DECK !