

TASK LIST

Show Dates: April 2025 INTAKE Thursday April 10 Noon – 2pm.
 HANGING Friday April 11 5 pm – 8 pm
 SHOW Saturday April 12 10-5pm, Sunday April 13 10-5pm
 TAKE DOWN Sunday April 13 5-6 pm

Every artist entering work in the show is encouraged to participate in the show by volunteering to help in some way. Even if you are not entering some of your work, you are still welcome to help out!!!

This is a list of the positions that need to be filled to mount a successful show. Some of these tasks will require more than one person and will be done in shifts. Others are a one-person job.

Feel free to buddy up with a friend.

If you are busting to do something that is not on the list, let me know! Any questions or special requests please contact me.

brendabellemail@gmail.com

Coordinators

- Team of 3 to develop the plan for and make the show happen!

Brenda Bell	March/April	brendabellemail@gmail.com
Barb Gilfoy	March/April	bgilfoy@hotmail.com
Jenn O'Brien	March/April	jenn.obrien@gmail.com

Show Prep Notes

Brenda	Documents to be worked on: Registration Information Sheet Artline and website Registration Form – Artline and website Volunteer sign up – lists shared and posted at Meet ups in Studio 16 Other....
Barb	Promo and social media, signage Country Grocer cards Other....
Jenn	Set up SQUARE database Enters reg info into SQUARE data base, prints Title Cards Other.....

- Thursday APRIL 10 Intake of Artwork in Studio 16 NOON – 2:00pm -
- Check registered submissions with data in Square for inventory control and sales.
 - Intake artwork and take photo
 - SECURELY affix the Title card to the back of EVERY piece. Keep the 2nd title card for posting on the wall after hanging.
 - place art in designated area as per Barb
 - After intake is completed organise the art into aesthetically pleasing groupings for hanging.
 - We spread sheets and blankets and shower curtains on the floor – from storage room.
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All Artists	Register artwork though on-line form and bios to Art Carlyle	Sunday April 28 th to deadline May 17 th
Jenn and Brenda	Enters registration data into SQUARE system	Starting Sat May 18
Jenn	Print title cards, invoices hanging fees	Starting Sat May 18
Jenn	Intake – Square Registration and Photo	NOON – 2:00
Brenda and Barb	Intake – Receive Art and organize on and under tables	NOON – 2:00
	Intake Assistant	NOON – 2:00
Jenn	Curate and organize art into placement groups	2:00 – 4:00
Brenda and Barb?	Curate Assist	2:00 – 4:00
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April and May Promo and Community Invitations

- Gather emails – there is a long list in the archives but we didn't really use it. – might be useful for next year if we are wanting to do invites to an Opening Gala.
- Organize poster distribution
- Plan Social Media Campaign

Name	March and April
Barb/ Heather	Email invitation and poster out to all members via Mailchimp and on the website
Heather and Barb	Facebook and webpage, Social Media plan
Barb	Prep poster and media release- done by Ladysmith Arts Council Invitation cards- 200 4X6 postcards
	Organize Poster distribution
Barb Elaine Grodaes	Social Media and CAG Group FB posts Send some photos of art and of the show prep work for Elaine to post.
Susan? Brenda, Barb, Jenn	Friday night set up – and party!

Friday April 11 Floor Layout and Hanging –5 PM – 8 PM GET KEYS FROM CARETAKER (Jackie)

- physical set up of display boards, sales and welcome tables
- Moving artwork from Studio 16 to Auditorium
- attach hooks to new hanging system in auditorium
- hang paintings as curated by Jenn and ???
- affix title card with paintings
- affix bios from Art Carlyle

Name	EMAIL	TASK	Date/Time
Jenn O'Brien		Curator – sorting, hanging	5:00-8:00
Barb Gilfoy		Assistant- set up, moving, hanging	5:00-8:00
Brenda Bell		Assistant- set up, moving, hanging	5:00-8:00
		STRONG persons - physical set up of walls, easels, card racks, sales and tables – moving artwork to Auditorium	5:00-8:00
			5:00-8:00
			5:00-8:00
			5:00-8:00
			5:00-8:00
			5:00-8:00
			5:00-8:00
		Organize Workshop Display Hang workshop wall	Prior to show and 5:00-8:00
		Workshop display helper	5:00-8:00
		Floral arrangements	5:00-8:00
Susan		Set up kitchen for volunteer hospitality	5:00-8:00

Friday 11 Saturday 12, Sunday 13 Signage Coordinator

- organize signage plan and folks to help
- Ensure signage is in place on the roads leading to the Saltair Community Centre and inside the Gym to direct public to washrooms, parking etc.
- Retrieve signage and return to storage, note any repairs needed

Name		Date
	20 small signs on stakes	
	Large sign and sandwich board	
Brenda, Jenn	Interior signs	
Barb	conglomerate poster for an easel just inside the entrance door.	
<p>The banner that hangs on the chain link fence in front of the building is now in our studio storage cubby</p> <p>Sandwich board</p> <p>Parking lot signs – 20 small signs on wooden stakes – use hammer?</p> <p>Interior signs – re-direct on exterior doors, Demo artists, SOLD, etc</p>		

April 11,12,13 Décor and Hospitality

- Call for flowers – at last Meet-up and also in Artline
- Arrange donated flowers –
- Use Country Grocer Gift Cards for fresh flowers – didn't need to
- Check daily, remove at the end of the show. -
- Water and soft drinks for Opening Night – Country Grocer gift cards
- Coffee, Tea, water, snacks for volunteers – in kitchen
- Photographer – Art Carlyle

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NAME		
Susan Beaubier	Shopping and arranging hospitality supplies – Got CG gift cards form Barb G.	April 9-13
	Floral arranging and care. Members donated at the last Meet-up before the show and on Intake and Hanging days.	April 10-13
Susan, and Brenda	Volunteer Hospitality – Friday night party food and drink - bevies and snacks in Kitchen for show days	April 11-13
	Event photographer	

April 12 and 13 Sales Desk

- Take payments cash and credit using SQUARE POS system.
- Wrap purchases
- 2 tables and table cloths – Gaileen's big canvas mural as a backdrop was visually pleasing.
- Introduce artists and purchasers if possible

Name	email	Saturday April 12			Sunday April 13		
		10:00-12:00	12:00-3:00	2:00-5:00	10:00-12:00	12:00-3:00	2:00-5:00
Jenn, Barb, and Brenda	Set up – see below						
Brenda	Will be there to assist or cover						
Barb	Will be there to assist or cover						
Jenn	Will be there to assist or cover	Away at market					

Supplies needed:

Pens, pencils, tape, blank paper, scissors, red SOLD dots, notepad, etc

Wrapping paper (roll of newsprint), tape, scissors

Cash box and float (\$150 in loonies and fives)

Tablet and power cords

Square device and power cord (Jenn ?)

CAG pamphlets and business cards - Barb

Wi-Fi PASSWORD: community

April 12, 13 Live Art DEMOS

We would love to have TWO artists for each time slot.

CAG member artists set up and create!

Painting, drawing, sketching, printmaking, collaging, whatever you like!

Please be responsible for all of your own supplies.

We will provide tables (with covering) and chairs

Don't forget your business cards!

NOTE for set-up crew: Set up 2 folding tables with covering and chairs in middle of gallery space

Signs on table with demo artist's name (Brenda)

Real LIVE Artists!!	Set-up and do your thing!	Saturday April 12		Sunday April 13	
NAME and medium	EMAIL	10:00- 1:30	1:30- 5:00	10:00- 1:30	1:30- 5:00

Sunday April 13th 5 PM – 6 PM Check out and Clean up– need storage bins, garbages, ladders,

- CHECK OUT of art and cards in the Square system – try to make sure folks do actually check out!!
- Someone to oversee the big stuff—standing walls, easels, card stands, etc. – really helped that the “strong companions: who helped with set up returned and helped with take down.
- Someone to oversee the little bits—the hanger hooks, blocks, wire, clips, etc. Designate a table for bits
- Return show props to Studio 16 closet in an organized and safe manner– No dumping!
- Return tables and chairs beneath stage
- Clean up kitchen, bathroom, and sweep auditorium floor
- All members are expected to help
- Leftover art stored in Studio 16
- Return keys

Name	EMAIL	TASK
Jenn		Art and Card Check Out-Lead
Brenda		General Clean up – supplies, tables, signs
Barb		General Clean up LEAD
Susan B and Brenda		Clean up Kitchen/hospitality
		Strong persons who are able to cart tables and display boards
EVERYONE please!!	GENERAL CLEAN UP Celebrate! Put your feet! Pat yourself on the back! You did it!	

FINAL SUMMARY COMMENTS
