

St George Art Society
ANNUAL ART EXHIBITION 1st - 3rd November 2024
YOUR HELP would be REALLY VALUED

Complete below and return form:- st.george.art.society@gmail.com or **hand in at the desk**

Wren Crow	Contact: 0404 867 838
I can help the Annual Art Show SET UP . Help with any of the items would be appreciated. Please click on box to add a cross to the day and time	
THURSDAY October 31st <input type="checkbox"/> 1:00 to 3:00pm <input type="checkbox"/> 3:00 to 6.30pm	
1-3:00pm (<i>We need a couple of strong hands</i>) Moving screens into position from transport Setting up the lights	Setting up tables for artwork delivery Carrying artworks to section areas Checking off artwork entries
FRIDAY Nov 1st <input type="checkbox"/> 10.00am to 12.30pm <input type="checkbox"/> 12.30 to 3pm	
Hanging & arranging art on screens Tidying up screens Helping with setting up displays	Hanging up banners, labels, signs Sound system test Setting out chairs & tables for opening night Getting ready for opening night function
FRIDAY Nov 1st <input type="checkbox"/> 6:30 to 8:00pm Welcoming Visitors & Promoting your Art Society	Handing out catalogues & price lists Handing out People's Choice voting slips Assist at Sales desk Handing out brochures Help with serving supper
SATURDAY Nov 2nd <input type="checkbox"/> 10.00am to 1:00pm <input type="checkbox"/> 1:00 to 4:00pm Welcoming Visitors & Promoting your Art Society	
SUNDAY Nov 3RD <input type="checkbox"/> 10.00am to 1:00pm <input type="checkbox"/> 1:00 to 4:00pm	
Handing out catalogues & price lists Handing out People's Choice voting slips Assist at Sales desk	Handing out brochures Help with serving supper TAKING DOWN THE SHOW, SWEEP UP

Running the AAS - Welcoming Visitors & Promoting your Art Society – Front Desk and Sales

<input type="checkbox"/>	SATURDAY Nov 2nd	<input type="checkbox"/>	10am to 1pm	<input type="checkbox"/>	1pm to 4pm
<input type="checkbox"/>	SUNDAY Nov 3rd	<input type="checkbox"/>	10am to 1pm	<input type="checkbox"/>	1pm to 4pm

Front desk & sales involves the following items:

<input type="checkbox"/>	AT THE DOOR - Welcoming visitors & promoting your art society / Selling tickets for Raffle Art Prize Handing out Price lists, catalogues & People's Choice voting slips
<input type="checkbox"/>	SALES DESK - Recording sales of artwork / dealing with cash & credit card facilities

RETURN OF ART WORK AND DISMANTLING THE EXHIBITION

help with any of the items would be appreciated

SUNDAY Nov 3RD **4:00pm to 5:00**

Checking out and returning unsold artwork -marking off in file / Taking down hangers / Storing items in cupboards
 Cleaning up in the kitchen / Helping to move screens to exit point / Taking up tape from floor and screens Helping to
 dismantle and pack away lighting / Helping to load screens onto transport / General tidy up