



EXHIBITION INFORMATION

Exhibition: Dates and times - Friday 7 November and Saturday 8 May

Church hall is hired from 4 pm on Friday through to 8 pm and on Saturday 9am to 5pm.

Before Friday: Check contents of trailer

Ensure SumUp and phone charged, pass these and Wi-Fi to Sales

Set-up: Friday 7 November 4pm to 8pm – Times below are guidelines only

Setup for 'Receive and register of Pictures' and 'Sales Team' will be in front of stage so that stage can be used to store pictures ready for hanging and also at end of exhibition for storage of pictures to be collected.

NOTE: Chairs in Main Hall may need moving before any other prep in the hall. All hands on deck for this please at 4pm. Otherwise there will be a delay in the display boards going up.

Headline tasks for Friday 7 November

Open Church	- Lead: Alice Donaldson	(4pm)
Collect Trailer	- Lead: Dinnes McArthur	(Art Club at 3.45pm)
Set up of display boards	- Lead: Alice Donaldson	(4.15pm – 5pm)
Return Trailer to Art Club	- Lead: Dinnes McArthur	(4.15pm)
Collect Catering from Art Club	- Lead: Jeanette Weatheritt/Jean Boath	
Hanging Briefing	- Lead: Claire McKinnel	(4.45pm)
Receive and register pictures	- Lead: Alice Donaldson	(5pm – 6.30pm)
Hanging of work	- Lead: Claire McKinnel	(5pm – 7pm)
Runner	- Lead: Rowena Millard	(5pm – 7pm)
Set up of craft tables	- Lead: Jean Boath	(5.30pm – 6.45pm)
Preparations for sales	- Lead: Ingrid Mayes/Rowena Millard	
Presidents Choice	- Lead: Alice Donaldson	(7pm)
Photos for Facebook	- Lead: Newman Bates	(once setup complete)
External Yellow signage	- Lead: Sharon McLeod	(8pm onwards)
Lock up of Church	- Lead: Alice Donaldson	(8pm)