

Exhibition Day: Saturday 8 November

Pre-opening - 9am to 10am

Headline tasks

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| Tea room (cakes etc.) | - Lead: Jeanette Weatheritt/Jean Boath |
| Distribute floats | - Lead: Elaine Nolton |
| Set up Sum-up etc | - Lead: Ingrid Mayes/Rowena Millard |
| Put out 2 x Sandwich Boards | - Lead: Sharon McLeod |
| Put up Banner/Bunting | - Lead: Sharon McLeod |

All-day Tasks - 10am to 4pm

Headline tasks

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| Tea room | - Lead: Jeanette Weatheritt/Jean Boath (Shuts 3.30) |
| Sales desk | - Lead: Ingrid Mayes/Rowena Millard |
| Staffing Art/Craft stalls | - Lead: Jean Boath |

Closing tasks 3pm to 5.00pm

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| Presentation of Awards | - Lead: Alice Donaldson | (3.50pm) |
| Collect Trailer | - Lead: Dinnes McArthur | (Art Club 4.00 – 4.15pm) |
| Unsold work collection | - Lead: exhibitors | (4pm – 4.30pm) |
| Take down boards/load trailer | - Lead: Everyone | (after 4.30 pm) |
| Remove Banner etc | - Lead: Sharon McLeod | (from 3 pm onwards) |
| Collect and check cash etc. | - Lead: Elaine Nolton | (before leaving) |
| Clear tables, restore hall etc. | - Lead: Everyone | |

Guide →

Need to be clear of the Church by 5pm