

Team Responsibilities - LCA 2025 Art Show
Sign – up sheets will be provided in the foyer at the September and October meetings

Team Leaders:

Advertising: Heather Peel and Tina Rae Art Intake: Sheri Hol Installation of Gridwalls and Art: Lisa Chiborak Customer Assistance: Thérèse Grawey	Opening Night Refreshments: Karen Hobden Sales desk: Joan Hall and Jerry Cutting Greeters: Nanette Thierry Wrappers: Deborah Stephen Take down: Richard Martin
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Publicity team:

- Create beautiful promotional materials.
- Signage posted on St. Anne Parish property must receive pre-approval from Church Wardens
- Continue regular and frequent postings before and during the show on social media
- Send out press releases to a long list of media contacts
- Installation of signage outside
- Removal of signage after show

Art intake team: Wednesday Nov. 5: 3-5 pm– 3 receivers, 3 runners

Receivers:

- Wednesday prior to installation, refer to printed spreadsheet supplied by treasurer
- Sort the spreadsheet alphabetically by artist last name
- Divide the spreadsheet into 3 so that artists line up in 3 lines, (By artist last name: A-H, I-S, T-Z),
- Prepare ahead of time a lot of SMALL masking tape loops (use a good quality like 3M) to be used to affix the labels behind the pieces. **Affix 2 small loops to each label**, and not just one larger one. Larger ones cause the label to fall off.
- Verify labels for each submission - matching what is on the back of the artwork, with the labels for display and the spreadsheet information
- Have original copies of the entries on hand so it is possible to check when there is a discrepancy between them and the labels
- Check the painting for proper hanging devices, clean mats, etc.

Runners:

- handle all artwork with care
- Reserved work will have the letter 'R' marked on the bottom of the label. Store RESERVED work in the back wrapping room with a piece of cardboard between to prevent damage. *** Sort them by size, large, medium, small as it will make it easier when the floor rep comes to get a replacement
- Work to be installed on gridwalls Thursday morning may be placed on tables along the periphery, on provided tables or on the long pews, depending on venue's capacity until the installation

Gridwall Installation/Take down team: Wednesday (3- 5 pm) – Sunday afternoon (closing)

- Assist members who are delivering gridwalls to unload/reload their vehicles
- Place Gridwall initially along east wall (parking lot side)
- Refer to Floor Plan (Lead: Lisa Chiborak) for possible layout for use of grid walls, easels, set up, to maximise hanging space and initiate installment
- Take down: 4:15 pm: Wait until all patrons have left the venue. Bring a pair of wire cutters, ensure all art work has been removed, assist grid wall owners to identify their own walls, assist in ensuring the floor is clean and free of debris

Art work Installation Team: Thursday morning

- Discuss the below expectations with the volunteers before installation begins
- **All paintings should be hanging before the wall labels are placed to the right side of each painting. This ensures the labels are kept in good condition as relocating can compromise their integrity. Consider colour harmony, or pieces that enhance one another, thus should be placed next to one another and possible themes while placing.
- Smaller paintings should hang above larger paintings on the grids
- Use both sides of the gridwall panel to hang art

- Shorter grids and table top easels can be installed on tables
- The largest paintings will need to go on floor easels

Opening night refreshments team: Thursday evening

- Purchase food for the reception, squares, fruit tray,
- Set out pitchers of water
- Set it out on platters, keep the presentation tidy, use kitchen for plating
- Set out only part of the total offering and replenish the platters as the food is consumed,

Sales desk:

- Review submissions prior to exhibit as they came in
- Sales table will be located near the doorway to the back room in which wrapping will happen
- Handle payments of purchased art, record sales data
- Provide Purchasers with 10% discount certificate
- Report results of sales at the next Member's Meeting

Greeters team:

- Welcome guests and ask them how they heard about the show
- Track responses on the pages provided, this gives us attendance data
- Tell guests that the volunteers wearing bright buttons circulating the show will provide assistance and answer questions
- Hand a ballot for the gift draw to each adult guest
- There should be 2 greeters per shift

Customer assistance team

- Wear your LCA name tag
- Wear the bright buttons found on the Sale's Desk so that patrons can easily identify them
- Circulate in the hall and survey customers, being on the lookout for anyone who may want help or have questions.
- Take down art being purchased along with the display tag, and deliver to sales,
- The tag will stay at the sales table while the purchase is processed and the art is wrapped in the back room,
- There should be 2 volunteers in custom assistance per shift
- Fill in empty grid wall space with a lower piece of art and/or retrieve a replacement painting from the reserves to fill the empty space
- When deciding which painting will be placed on display from the RESERVE, choose one that fits the available space. Also, try to keep every artist represented in a fair way; a good rule is to look for the work of the artist who sold a painting. **The main goal is to have all reserved paintings out of the back room as soon as possible.** Patrons will not be allowed to browse the Reserve stock.
- Be aware of visitors needing assistance

Wrappers team:

- When a piece of art is being purchased, the customer assistance volunteer will deliver it to the back room for wrapping
- Wrappers should remain near the wrapping table
- Securely wrap art that is purchased in brown paper
- Use a sticky note to place the name of the purchaser OR the title of the painting/artists name to avoid mix-up
- Hand the wrapped art back to sales desk or customer assistance volunteer
- There should be 2 volunteers per shift for wrapping art

Paint Demonstrations: - think of Paint Days at the Western Research Centre, casual opportunity to allow our visitors to witness creativity and process in action

- a table will be provided
- interested members will be encouraged to sign up for a 2 or 3 - hour paint session
- bring all your own art supplies
- no oils permitted
- use of kitchen sinks NOT permitted as it is a food service kitchen
- use of one designated washroom sink will be in use

