

Team Responsibilities - LCA 2026 Art Show

Sign – up sheets will be provided in the foyer at the September and October meetings

Draft of the sign-up pages will be posted in the ART SHOW link on the website after Sept. 28 for those unable to attend the meeting to offer volunteer times.

Team Leaders:

Marketing: Heather Peel, Dianne Fleming, Tina Rae Western Fair Market Pop-Up: Cathy Burgoyne Art Intake: Sheri Hol Venue Organization and Hanging: Lisa Chiborak Customer Assistance: Denise Donais Print and Card Gallery: Angie Welch	Opening Night Refreshments: Karen Hobden Sales Desk: Joan Hall and Jerry Cutting Greeters & Raffle Basket: Nanette Thierry Wrappers: Lisa Verbakel Take down: Richard Martin Signage: 2 volunteers needed
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Marketing Team: need members who are familiar with social media postings

- Create beautiful promotional materials: posters, postcards,
- 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 : LFP (Letter to the editor), Tourism London, Byron Villager, What's Happening London, etc.
- Ensure signage is updated with correct timelines
- Deliver postcards and posters to local art stores and galleries

Signage: Installation of outdoor signs Wednesday Nov. 4 on the church property, along Commissioners Rd., and removal immediately after the show. This can be done during the Intake timeline. Two volunteers are needed.

Art Intake Team: Wednesday Nov.4: 3-6 pm– 3 receivers, multiple runners

- Members will be given their printed submission form along with the labels upon entry into the hall's foyer and sent to an available Intake table

-If an artist is submitting a painting larger than 36" wide, they must bring their own floor easel. (Kelly McNeil is exempt as she supplies multiple wide grid walls to accommodate).

Receivers: 3

- Set up 3 Receiver Tables in addition to 3 tables directly behind in order to place accepted paintings for runners to take
- Verify labels for each submission - matching what is on the back of the artwork, with the labels for display and the spreadsheet information (title, price, etc)
- Note any art that hasn't been submitted on the Submission Form and initial
- Check the painting for D-rings, wire ends taped, clean mats, proper framing, etc. Should wire tips not be wrapped in green tape, send the artist to an empty table (provided) to tape using green tape.
- Stand-up frames will not be accepted
- Affix label on the back of each piece using green tape
- ****Keep original copies of the submission form to be handed in to Joan

Runners: multiple

- 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 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- 6 pm) – Sunday afternoon (closing \$-5 pm)

- Assist members who are delivering gridwalls to unload/reload their vehicles. Family members are welcome to help.
- 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(cont. next page)
- Some gridwalls have feet that need to be mounted upon arrival/dismantle.- 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
- Ensure owners take the grids that belong to them by cross checking the identification markers

Art Work Hanging Team: Thursday morning: 9:30 - 12

- 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 Team: J & J team

- 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: 2 /shift

- Review the Greater Prompts and Information Sheet upon arrival.
- Decide who will: Welcome the guests and track responses about how they heard about the show onto the Marketing and Outreach Tracker page. Track responses on the pages provided, this gives us attendance data. Hand a ballot for the gift draw to each adult guest
- Refer to provided "Greeters Prompt" page provided at the station to support your role

Customer Assistance Team: 2/shift

- Wear your LCA name tag
- Wear the bright buttons/lanyards found on the Sale's Desk so that you can be easily identified
- 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 a minimum of 2 volunteers in customer assistance per shift
- 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.

Wrappers Team: 2/shift

- 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, add ribbon and other provided embellishments
- 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

Print & Card Gallery Table: (1/shift)

- Wear your LCA name tag
- review the provided sales log/guidelines. **complete one sales slip for each patron to bring to the Sales Desk
- Be Present (but not pushy)
- Stay seated by the display at all times
- ** If items are removed for purchase, make sure they go directly to the sales desk
- Make eye contact and smile – it discourages casual handling or pocketing without making people uncomfortable
- If someone is flipping through cards or prints, a simple line works (“Feel free to look – just one at a time please.”)
- Never allow bending, or food/drinks near the displays
- Help identify the artists (labels, signature, etc.)
- Avoid sales pressure or personal opinions unless asked
- Thank people for looking, even if they don't buy

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
- acrylics, coloured pencils, pastels, watercolours, as well as only odorless solvents, and low odor oils will be allowed (some members of the public are highly sensitive to odors/scents)
- use of kitchen sinks NOT permitted as it is a food service kitchen
- use of one designated washroom sink will be in use