

## **Floor Representatives**

**Convenor: Sue Johns**

### **Preparations:**

Have the floor rep tags ready (and untangled) on the counter of the kitchen window.

Have the sign-up sheet filled and instruct the Floor Reps what is expected of them.

Remind the workers before the show what time slots they signed up for.

### **Duties:**

Wear your LAA name tag and the floor reps tags.

Floor reps should position themselves strategically in the show area. If a visitor wants to buy a painting the floor rep takes it off the wall + wall label or rack, and accompanies the purchaser to the wrapping desk.

The purchaser is asked to fill out his/her name, postal and email address on the purchasers forms that are on a separate table nearby. Please check if it all is clearly written as it will be used to send them next year's discount coupon. The email address will be used to send invitations by email the following 2 or 3 years. (The wrapping desk helpers get this same information, so they can take over in case it is needed).

The purchaser goes with the address form and the wall label to the office upstairs to make the purchase, accompany if needed.

The floor rep should get a painting from reserves to fill the empty space.

If a visitor is bringing in a beverage ask him/her politely to drink it in the tea room.

Be aware of visitors needing assistance.