

Reception

Convenor: Lois Fuchs

Preparations

Place a table in front of the south entrance into the church and a small table just inside the north entrance, outside the cash room.

The tables require a tablecloth, please bring one for small table at the north entrance from home if you can. Each table needs a reception book and pen, plus a clicker. Bring some decoration from home to make it look attractive (plant or flowers).

Prepare a sheet for each worker with time slots where they can mark down the number of visitors they clicked in at the end of their shift.

Procedure

Welcome the guests with a warm smile, and ask that they sign the guest book if they want to be emailed about future shows. Ask them to print their name and email address clearly.

Use the clicker to record the entrance of each guest; at the end of your shift record the number on the clicker on the sheet provided, and turn the clicker back to zero.

Remind guests that raffle tickets are available for "The Best in Show" painting in the show room.

Make guests aware of the artists' business cards and other art related items on the table by the entry in the church hall.

Also let the visitors know that there is no tea-room available this year. Each shift will require two volunteers: one for the south entrance and one for the north entrance. It would be nice to change location halfway the shift.