

Wrapping Desk

Convenor: Lynda Burns and Deborah Stephen

Preparations

This year we will use wrapping paper instead of plastic bags. Matted work does not need to be wrapped as it is already protected.

Set up 3 tables in the hall.

Place the paper roll stand on a table and tape it down with duck-tape to prevent it from sliding off the table.

Contact helpers on the sign-up sheet to remind them of their shift.

Have packaging instruction sheet handy for helpers to read before they start their shift.

Have the following supplies ready: A small basket to store the following: Small sticky notes, clear tape, stickers, ribbon (curling type) in a variety of colours, pens, masking tape and scissors.

Have plenty of sticky notes to put down the name of the purchaser or the title of the painting; once the painting is wrapped it is hard to identify it when the purchaser comes to pick it up.

Procedure

A floor rep will bring the painting and the purchaser to the wrapping table and leaves the painting to be wrapped.

Pull paper from the roll, measure the approximate size needed and tear it off, starting on one side and lifting it straight up.

Put ribbons (curled beforehand) on the wrapped painting and put a sticker on it.

There will be forms for the purchaser to print his/her name and full postal address + email address. Please check that it is clearly printed because next year they will receive the discount coupon in the mail. The email address we will use the following years to send invitations by email. (The Floor Reps have the same instruction, so either the wrapper or the floor rep can take care of this part of the purchase). Put the name of the purchaser or the title of the painting on a sticky note and put that on the wrapped painting.

The purchaser takes the wall label and the address form to the office upstairs. If needed the floor rep will accompany the purchaser.

The purchaser comes back with the receipt to pick up the painting. Check the sticky note to make sure that they get the right painting. Ensure the receipt is signed before handing artwork to the purchaser.

Matted work should have a ribbon taped on it. This identifies it as a bought painting.