

Show Convener's duties:

1. Set the date with the executive, confirm the date with the Lambeth United Church. Get the rental fee. We will need all rooms (hall, tea room, storage rooms) from Wednesday 3pm – Saturday 5pm.
2. Make a show budget to be approved by the executive.
3. Get the conveners for the different duties to be done before the show:
 - a) **Publicity:** Eleanor Ovtscherenko: ads in magazines, website, Facebook and Instagram.
 - b) **Invitations** + invitations with discount coupon: Amelia Husnik
 - c) **Choose a judge** for awarding 15 ribbons, time: Thursday from 1-4. Payment judge is \$200
 - d) **Order ribbons** at Encore Promotional Products, 116 Newbold Court, 519-685-9911
 - e) **Graphics:** typing in the submissions, making the wall labels, a catalogue, cash desk sheets and receiving sheets: Mary Lou Ross
 - f) **Mailer:** Use the latest list of addresses of former visitors and purchasers to be sent an invitation by email, and use the list of addresses of last year's show purchasers to be sent the invitation with discount coupon by post.
4. All other conveners (who manage a crew of volunteers from sign up lists): These lists will be put out for members to volunteer at the meetings from October/November on till filled.
 - a) **Clear show space** and stage before, and put everything back after the show, get 2 helpers to manage the stage when receiving begins.
 - b) **Transportation** of art stands and show equipment from and to storage.
 - c) **Assemble and disassemble** the art stands, set up show space.
 - d) **Receiving:** Begins on Wednesday 6 – 7:30pm, and on Thursday 9 – 10:30am.
 - e) **Hanging:** Thursday 9am – 12:30pm.
 - f) **Reserved works** rooms: Larger pieces in last room of the hall way, smaller pieces and matted works in other available rooms.
 - g) **Cash desk:** upstairs in office space.
 - h) **Reception:** 2 places, at north entrance and at the south entrance.
 - i) **Floor Representatives:**
 - j) **Raffle desk**
 - k) **Wrapping desk**
 - l) **Tea room**
5. The show convener prepares the show package, which contains:
 - a) Show requirements
 - b) Submission sheets for framed and matted work
 - c) Information about proper framing/hanging devices.
 - d) Email the show packages to the membership before the January meeting
 - e) Print about a dozen of hardcopies for members who don't have a printer, bring these to the January meeting.
6. The show convener prepares and sends out the job descriptions for all the conveners and their helpers in January.
7. The show convener locates the items needed for the conveners and their helpers.