

# **LAMBETH ART ASSOCIATION**

## **WRAPPING DESK Job Description**

### **Preparations:**

Wrapping paper is to be used instead of plastic bags. Matted works do not need to be wrapped as they are already protected.

Set up 3 tables in the hallway.

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

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

Have packaging instruction sheet handy for volunteers 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 a painting is wrapped it is hard to identify when the purchaser comes to pick it up.

### **Procedure:**

A floor rep will bring the painting(s) and the purchaser to the wrapping table and leave the painting(s) 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(s) and put a sticker on it/them.

There will be forms for the purchaser to print his/her name and full postal address + email address. Please check that it is legible because next year they will receive notification of the show. (Floor Reps have the same instructions, so either the Wrapper or the Floor Rep can take care of this part of the purchase). Put the name of the purchaser and the title of the painting on a sticky note and put that on the wrapped painting.

The purchaser then takes the wall label and the address form to the office upstairs. If needed, a 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 the artwork to the purchaser.

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