

**Lambeth Art Association**  
**SIGNAGE JOB DESCRIPTION DRAFT**  
**New position for 2026**

**Preparations:**

**Lead** to ensure the volunteer sign-up sheet is filled prior to the show.

**Lead** to contact **Signage volunteers** in advance to remind them of their tasks and to let them know what is expected of them.

**Time:** Signage will need to be put up before the show and taken down after the show. Signage will be stored \_\_\_\_\_.

**Procedure:**

**Inside signage:**

- Check that the info on the church sign is correct.
- Post directional signs on both doors; include info about accessible entrances (see below).
- Consider posting raffle info signs on the outside doors and the doors going into the hall. (We will also post the raffle info on Facebook.)
- Post a list of the judge's choice pieces (and the comments) immediately after judging. (We will also post ribbon winners on Facebook.)

**Accessibility:**

- The venue is wheelchair accessible through the door near the piano but that may not be widely known. Make sure **signs** are posted at both entrances. (Public will also be informed via our Website and Facebook page.)
- There is an elevator, but we have never used it (it is in the office where the cash is). Can we get a key? If so, a sign may be needed. ACTION: Cathy

**Street signage:**

- Order 50 yellow bag signs. (ask Candy M.) ACTION: Beth
- Place yellow bag signs strategically at main intersections (e.g. Exeter and Wharncliffe ...). Place at least five on the church lawn.
- Consider adding two outdoor banners for next year.

**EXCERPTS FROM OTHER JOB DESCRIPTIONS**

**Reception**

Outside signs are needed at both entrances (before the outside stairs): **“An accessible outdoor entrance is available at the back of the church.”** Indoor signs are needed at both entrances: **“If assistance is needed, please ask. We are happy to help.”** *While people with walkers and strollers often say, “Oh we will be fine”, it just takes one misstep.*

**Raffle**

**Sign Lead** to prepare signs to be placed at each entrance to the church and at the Raffle Desk telling people about the Raffle and what time and day the draw will be made.