

Member Volunteer Tasks.

There are several tasks that members do to assist the show committee put on the show. Besides the obvious decorating of the hall and signage many other jobs need doing. Some members have already done many hours of work re-designing brochures, seeing to web pages, advertising and getting quotes and booking the various organizations and groups. (Concession, security, etc.)

Table layout: Mel Hull
Labelling: Gill & Ruth

** No decorating or anything else will be done before Mel Hull and his help have the tables laid out in accordance with Fire Marshall requirements . This will be approximately 8:40 PM on the Thursday Evening.

Tablecloth placement: (Deb Sailor's group)

Decorating upstairs with wreaths: Jim Gregory

Decorating Entrance way:

Banner at Sheila Beech's: Dawn Hamer

Road signage: Mike Downey

Gift Baskets: Francesca Kirby

Draw Ticket Distribution: Barb Bergstrom

Banner at Sooke Glass: Jim Gregory

Running Elevator throughout show: Gary & Linette Cooke

PA System & MC's: Paul & Kelly de Rocco

Areas still to be covered include:

Nancy to coordinate

Laundering of tablecloths before the show.

1. Geri P
2. Diane D.

Ros Krauss will coordinate this group of 6-8 people

Decorating **and Putting away** three Christmas trees before and **after the show.**

1. Geri P (set up)
2. Diane D
3. Lisa P
4. Ellen D
5. Heather T. J.
6. Penny H.

Gill to Coordinate

Decorating. Downstairs and putting away the decorations afterwards. 2-3 people.

1. **Bobbie M**
2. **Deb C**

Christene to Coordinate

Placing sandwich boards outside and bringing them back inside everyday of the show. Getting Evan his signage. Checking parking no parking near hall.

Layvna to Coordinate

Maintenance including garbage, floor sweeping, checking wash rooms, **daily clean up**. People to de ice steps & stairs if needed. This is the largest group, 6-8 of people plus **five** people to sweep floors and general tidy up after the show. (please see VolunteerTask_Maintenance.pdf)

Jeannine to coordinate

Decorating Stage, covering boards etc, keeping it tidy putting away afterwards.

1. **Deb S**
2. **Doreen C**

Christene will also coordinate postering of the outlying areas, Shirley, East Sooke Port Renfrew, Otter Point.)

All members will be expected to :

- Put up posters and hand out flyers in their immediate neighbourhoods
- Fold their tablecloths and place neatly on the stage at the end of the show.

Sign up sheets will be available at the meetings and online.