

DRAFT Sale Planners for GPG Independent Shows

	Pre-Sale task planner	Who (current show) Cheep Cheep	Approx Time Needed	Who (next show)
1	At GPG Meeting, agree on show commitment: <ul style="list-style-type: none"> • name, date, location, time • approve costs as needed 	All members at meeting Cheep Cheep, June 16, Royal City Park, 10 - 4	1.5 hr meeting	All members
2	<ul style="list-style-type: none"> • form committee at meeting: members volunteer 	Amanda Gail (treasurer) Hilary Juliet Teresa		
3	<ul style="list-style-type: none"> • complete paperwork - location application, site plans, insurance, safety plan 	Amanda	2 hrs	
4	6 weeks ahead: <ul style="list-style-type: none"> • prepare visual publicity graphics for distribution to social media, local media, community locations • Vistaprint postcards x — 11 x 17 posters x 8 8.5 x 11 posters x 4 	Juliet All members to provide digital files of work for selection for posters Juliet to provide both digital and paper versions	2 hrs 30 min	
5	5 - 6 weeks ahead <ul style="list-style-type: none"> • distribution of publicity on social media • repeat week leading up to sale • contact wider email list of prospective members with sale info, inviting membership and/or paid participation 	All members Lisa	30 min 20 min	
6	2 weeks ahead: <ul style="list-style-type: none"> • Planning meeting for sale • review planning checklist/notes from last sale • determine tentative number of participants, following up on email sent out ahead of time • review suggested pricing structure • produce meeting notes to outline detailed needs as determined at meeting (tables needed, tents needed, publicity needs etc) 	All members, particularly committee members Hilary	1.5 hr 1hr	
7	2 weeks ahead:	xx	1 hr	

	<ul style="list-style-type: none"> order 6 more supplementary step-stake signs, generic or as per decision at meeting 			
8	<p>2 weeks ahead:</p> <ul style="list-style-type: none"> order show bags from Uline and wrapping paper from Someplace Safe if needed: 250 recycled (8x4x10) brown paper bags & 2 boxes wrapping paper 	Hilary	1 hr	
9	<p>2 weeks ahead:</p> <ul style="list-style-type: none"> prepare electronic sign-up list for staffing show and post to website 	Lisa	1 hr	
10	<p>2 weeks ahead:</p> <ul style="list-style-type: none"> prepare vendor inventory lists for distribution to participating potters, 	Gail (treasurer)	2 hr	
11	<p>1 - 2 weeks ahead:</p> <ul style="list-style-type: none"> distribution of cards and posters in community in week leading up to sale 	All members to contact Juliet or Hilary for copies	30 min	
12	<p>1 - 2 weeks ahead:</p> <ul style="list-style-type: none"> post on GAC events calendar for two months leading up to sale 	Hilary	30 min	
13	<p>1 - 2 weeks ahead:</p> <ul style="list-style-type: none"> post on local media community boards: Tribune, Radio 	xx	30 min	
14	<p>Day before sale:</p> <ul style="list-style-type: none"> prepare cash box with float, adequate receipt books and Square (need username and PW on hand) prepare any cheques for disbursements to members for out of pocket expenses 	Gail (treasurer)	45 min	
15	<p>6 pm, evening prior to sale:</p> <ul style="list-style-type: none"> shed crew meets at Studio shed to pick up shared GPG sale resources: signage, banners, 2 guild tables, office supplies container, risers, tablecloths, bags wrapping paper 	Hilary, Lisa, Teresa	1 hr	

	Sale Day Task Planner	Who (current show) Cheep Cheep	Approx Time Needed	Who (next show)
1	Have a good breakfast!	All participants		
2	8 am <ul style="list-style-type: none"> signage crew distributes signage as determined by best location sites 	Lisa, Teresa	45 min	
3	8 am <ul style="list-style-type: none"> members unload own work help unload shared GPG resources from shed crew (see above, #15) help set up table layout and place tablecloths (the guild only has 2 tables so members need to supplement) 	All participants or designates	2 hr	
4	Water provision much appreciated!! Suggest as task for all outdoor shows :)	Gail	30 min	
5	9 am <ul style="list-style-type: none"> set-up of payment and wrapping table, determine best flow through, cash box and receipt books ready participants' vendor sheets collected and put in order 	Esther, Hilary, Gail	20 min	
6	9 am <ul style="list-style-type: none"> after cash table set-up, organize use of electronic payment system (Square) and train cash staff on its use for sites with no electricity, have power banks on hand (good future acquisition for guild?) 	Roya, Esther	20 min	
7	<ul style="list-style-type: none"> post staffing schedule close to cash for easy reference 	Lisa		
8	<ul style="list-style-type: none"> throughout show move and rearrange remaining pieces as work is sold 	All members on duty		
9	<ul style="list-style-type: none"> during meeting determine some possible meeting dates to plan for follow-up debrief meeting within the month 	Any members present		
10	3:45 pm <ul style="list-style-type: none"> sign crew leave to pick up all signage 	Lisa	45 min	
11	4pm <ul style="list-style-type: none"> all participants or designates takedown show and remove their own work first 	All participants or designates	45 min	

12	4 pm <ul style="list-style-type: none"> cashbox, payment materials, vendor sheets secured by treasurer 	Gail (Treasurer)	15 min	
13	<ul style="list-style-type: none"> once individual participants have packed their own shows, help to clear site of remaining items: tents, tables, tablecloths, chairs help participants who need assistance to move items to cars 	All participants or designates	15 min	
14	<ul style="list-style-type: none"> survey empty site for cleanliness and return any onsite items to position (recycling bins) 	Sale committee members	10 min	
15	<ul style="list-style-type: none"> return shared GPG sale resources to shed at the studio organize all materials neatly and accessibly on GPG shelving, ready for next show 	Lisa, Hilary	30 min	
16	<ul style="list-style-type: none"> follow-up email to thank members and to set-up debrief meeting 	Hilary	30 min	

