

Christmas Show Set-Up Checklist 5 December 2015

<p>Publicity</p> <ul style="list-style-type: none"> ✓ By the end of October have poster artwork complete & files sent o City coordinated publicity (Alana): <ul style="list-style-type: none"> • Run poster sizes • Contact Mercury/Trib/Snap in Nov • Radio Announcements in Nov o Place large mounted posters in City Hall at Info Desk, more outside ✓ Post show info on website ✓ Distribute flyers in town (flyers available early-mid Nov at the studio for pickup) o Library, West End Rec Centre, and City Hall piece galleries (pieces returned by show); display pieces to be in studio by ___ for set-up o Guelph Arts Council website/calendar 	<p>Display and Cash Tables – 20</p> <ul style="list-style-type: none"> o Book by October ___ and have map of tables for City staff to put up <u>20 tables</u> o Table cloths: blue & black o Black plastic, or brown fabric (Lisa) for table skirts to hide our boxes, etc. o Empty clay boxes and carrying boards to create risers (must be equal sizes) o Acrylic risers (bring own risers or materials to make risers if available) o Modest decoration (garland) around work; small battery LED lights would be nice o 2 tables for cash and wrapping and four chairs o Joanne – able to loan out display boards from UoG for outdoor signage(?) o Friday eve pickup tablecloths, garlands, lights, etc. 	<p>Refreshments Tables – 2</p> <ul style="list-style-type: none"> o Coffee urn, sugar, cream/milk, stir sticks, coffee cups, paper napkins (Alana Bell) o Festive table cloth o Baked treats and sweets from volunteers <p>Total tables: 24 minimum (18 tables for displays, 2 tables for cash and wrapping, 2 refreshment/coffee tables, 1 info table, 1 holding table)</p> <p>Total chairs: 7 minimum (4 for cash, 1 holding/info table, 3 for rest stations)</p>
<p>Office Supplies Box</p> <ul style="list-style-type: none"> o Cash desk, cash box and float, receipt books, plain wrapping paper, bags (Alana Bell) o Master lists: volunteer times, submitted work, idea tracking sheet (this sheet to add onto) o 2 calculators, pens, pencils, markers, spare paper, blank inventory lists, duct and packing tapes, scissors, stapler, spare identifier stickers, extension cords (Hilary and Nancy) 	<p>Volunteer Sign-up Lists</p> <ul style="list-style-type: none"> ✓ Pre-show pack up at studio (Friday eve) - list in studio for sign-up ✓ Venue set-up – sign-up list in studio ✓ Venue take-down – sign-up list in studio ✓ Potters selling work – sign-up list in studio o Cash, wrapping, holding/info tables time sign-up list o Baked treats and sweets sign-up sheet o Throwing/building demo time sign-up sheet 	<p>Information and Holding Tables - 2</p> <ul style="list-style-type: none"> o Take home materials about courses, session dates o GPG print materials o Projector slideshow (portable screen – Joanne; projector – City loan out?) o Volunteer to answer questions/interact/personal experience promotion of program with visitors o Resting station with a couple of chairs

<p>Throwing Demonstration</p> <ul style="list-style-type: none"> ○ Wheel and stool (Ester to transport) ○ Tarp and duct tape (Lisa) ○ Clean and slop water buckets, large sponge, towels, 2 boxes of clay, throwing tools, cutting wire, water bowl for throwing, bats, apron, trolley to hold supplies and tools, broken half of plaster slab (Amanda) ○ Friday Dec. 4th evening – studio meet-up to load vehicles with throwing demo equipment, boxes/board risers, tablecloths, garland, lights, etc. ○ Friday Dec. 4th evening: very last chance to pick up any work 	<p>Vendors</p> <ul style="list-style-type: none"> ○ Sign name to vendor sheet, indicate initial/letters that will be used to identify your work ○ Label work with your numbered letters (XY1, XY2, XY3) and price, or not for sale ○ List all pieces on inventory sheet with clear piece description and price, keeping a copy for your own records ○ Inventory listing to be handed in on the morning of the sale to the cash desk ○ Responsible for setting-up, replenishing, and picking up your own work the day of the sale, unless other arrangements have been made ○ Master list of vendors and their inventory listing to go to sale 	<p>Future Plans</p> <ul style="list-style-type: none"> ○ Slideshow of studio in action, etc. (to be done this year) ○ Entry time of 8am at the earliest into City Hall ○ Official sale start time 9am ○ Music: youth music group mini-concert late morning possibility; Christmas music jukebox sporadically throughout the day ○ Book an adjacent meeting room for us to store our boxes, coats, extra supplies, etc.

November 21/22: bisque fire deadline

November 28/29: glaze fire deadline

Potter beware after these time points to have work ready for the show!

Guelph Potter's Guild Meeting Minutes
(Continued from Christmas Exhibition and Show Item List)
Monday, October 26th, 2015 7 p.m. start

Attendance: Hilary, Joanne, Anita, John, Ester, Lisa, Eleanor, Nancy, Carol P., Juliet, and Amanda

Pop-Up Mug Show Post-Mortem:

- Great job everyone! Considering this was our first kick at the can, we need, and should be quite happy! \$870 worth of mugs sold! 50% split between the Guild and member seemed to have a positive reaction; coasters worked well as a free activity to be apart of Culture Days (is there another way to be more culturally engaged? Demo, etc.?)
- Areas to improve and member concerns:
 - Group discussions around the aim of the sales – is there a need to have a grouped effort to have a majority of the work within a certain price point?
 - Versus artist's preference for time spent creating and personal attribution to the worth
 - Goal of the sale – promotion of the skill and programs, or financial cushion to the Guild?
 - Three point price structure worked, except for the mentioned concerns;
 - Deadlines for the kiln! For future shows and sales, a firm deadline for both bisque and glaze kilns needs to be established for a 100% guarantee that pieces will be ready for the desired show. After this guaranteed deadline, it is artist beware.

Next Guild Fundraising Initiative:

- Mug-Fest 2016?
- Veg-Fest (Goldie Mill Park area)
 - Vegetarian, vegan, organic, etc., festival
 - Need to decide by late March, in order to sign-up for early April
 - Offerings would be soup, salad, serving bowls (Bowl-Me-Away Fest idea)
 - This event would be held in the fall, 2 weeks prior to Culture Days (Mug-Fest)

Studio Re-location Effort:

- City is reviewing owned property, with a strong vision for a move within the first portion of 2016; no details to exact location or timing; programs set to continue.

- Spring 2016 – a likely date for transition; unknown exact month, or if spring classes, summer camps, or open studio times will be affected; new location under considerations as of yet
- How can the Guild help? Write supportive and positive letters! Indicating the importance of the studio's programs, especially open studio on the weekends, as we are developing as a Guild. Positivity is strongly recommended with the added support from our own personal experiences and why we would greatly appreciate as smooth as possible the transition from our current space to the new home. We all agree we need a new space, but are also accepting that the change may result in some disruption to routine, but would very much like to stress the importance of making this transition as quick and seamless as possible. Letters can be emailed to Alana, our spokeswoman.

Workshop Planning:

- Raku - Ester has the good rebel land with no fire codes!
- Glen Mills and/or Eden Mills raku workshop to get us situated with needed materials, etc.
- A great activity idea to pull us through the transition phase during spring/early summer; who will bring the marshmallows?

Other Points:

- Signage:
 - Corrugated plastic signs from SignArt; \$36 18"x24" double sided; 50% deposit
 - Generic "pottery this way" signs; City has contributed \$40 towards one generic sign; GPG will purchase 4 additional signs
 - Need display supports for signs (Joanne can provide some as loans for the Christmas sale; scrounge around for old political sign supports still out on the roads)
- Lisa brought in a great example of Six Nation pottery by Steve Smith
- Bringing in examples of interesting techniques, or a technique one would like to learn more about, or sources of inspiration is encouraged!
- Simcoe guild – 330+ members!
- Trillium grants – new initiatives are out to provide financial support; further investigation required on our end.