

FALL SHOW CHAIRMAN

Job Description as of 5-11-10

JANUARY:

- Get Fairgrounds contract to president for signature.

FEBRUARY:

- Draft fall contract: figure booth rents based on previous year, plus 1) any increase in fairgrounds rent, and 2) any increase in charge for walls.
- Determine dealer list-use last year's show program and make any changes
- Type a draft and proof with co-chair.
- Print 3 sets of mailing labels (one set for contracts, one set for confirmation packets and one for Welcome Packets to be used later).
Get showcase order forms from Doug if you don't already have them.
- Order color charts from Superior (email address and phone # are on the back of the brochure).

MARCH:

- Meet with Show Committee about Fall show—review previous show, discuss rent, hours, theme, advertising, dates for next show.
- Mail fall contracts about March 15th (right after the spring show). See file for list of enclosures.
- Contact with caterer for food service.
- Order printing- cards (one bunch for dealers and handouts and another for direct mail.) and posters. (Jim at Oswego Printing has these numbers.)

APRIL:

- Record contracts as they come in, and place in file. (Suggest 3-ring binder)
- Send reminder postcards 10 days before contracts are due.
- Send booth deposits to Treasurer (include a list of names and check #s sent).

MAY:

- Fill any open booths.
- By May 15th, send alpha list of dealers (include name, town, and state) to advertising committee for ads. Work on Press Release with Publicity.
- Send same list to Dannah for posting on the web site.
- Update web chair if changes occur in the list.

JUNE: Work on filling any vacant booths.

JULY: Work with publicity and advertising as needed.

AUGUST:

- Get confirmation packets ready to send out (1. Floor plan with booth position indicated, color ordered, tables, any configuration changes, size, rent. 2. Confirmation letter. 3. Motel info. 4. Cards and posters.).

SEPTEMBER:

- Send confirmation packets early in September.
- At September meeting, send around volunteer job sheet (see example in file).
- Request/Assign mentors for new dealers.
- Floor manager prepares separate floor charts for:
 1. dealer booth assignments
 2. detailed variations by booth #
 3. paper color
 4. tables
- Floor manager follows up with Doug re walls and paper.
- Floor Manager contacts/sends letters to:
 1. Denny Beallis - fairgrounds

2. Steve Dooley – porters
 3. Security Agency
- Send Treasurer a floor plan with the correct booth rents per booth.
 - Compile a list of dealers by booth number (name, town/state, phone number) for program.
 - Send Floor Manager the same list to prepare move-in letters (“Welcome Letters”)Currently Ken Weitzel.
 - Sends comps to the comp list as well as members not doing the show.
 - Send packets to all shops and malls (Kandy Craig has been handling this). Include show cards, posters, 2 comp tickets, and cover note.
 - Send Bob Campbell a copy of the contracts for booth signs. Indicate new ones.

OCTOBER and during the show:

- Floor manager and show chair(s) have ready for sign-in table:
 1. floor chart with names and booth numbers
 2. sign-in sheets for dealers
 3. sign-in sheets for porters
 4. porter badges
 5. welcome packets containing dealer badges and sold signs and tax table and out-of-state tax forms (where applicable) and any other suitable enclosures. Ken has been doing this.
 6. Job sheet (previously assigned)
- Ken Weitzel (or whoever) has prepared move-out letters.
- Take booth photos Friday afternoon for posting on the web site.
- Treasurer collects booth rents on last day of show.
- Wall bill must be paid at the show.
- At the CSADA meeting after the show, give the show report and thank everyone.
- Compile/Finalize fall show file. Have a margarita.