

CSADA JOB DESCRIPTIONS as of 5/22/05

Show screening

Screening Guidelines

Approximately two weeks prior to the show, contacts should be made with people to screen. This can be done on email, mail, or phone. The number of people needed to screen varies between 15 and 20. They can be asked for categories they wish to screen or assigned an area or areas. Some screeners are asked to screen more than one area. The people to be on the screening can be members, either doing or not doing the show, outside dealers, or outside experts. Also, at this time preliminary arrangements should be made for a dinner for the screeners, after the work is done.

The categories for the screening are as follows:

- Furniture
- Silver/China
- Textiles
- Metals
- Pottery/Stoneware
- Wood/Toys/Folk Art
- Prints/Paintings
- Glass
- Jewelry

Before the show, the chairperson will prepare envelopes for each booth and enough thank you notes to be placed in the envelopes for booths with no problems. I usually do 45 thank you notes.

The number of dinner reservations should be confirmed before set up day.

On set up day, before screening starts, envelopes should be passed out to each booth to put the thank you note or the screening form in.

A brief meeting should be held just before the screening starts. It should be discussed that if someone sees something that is a problem in another area; they should screen it or discuss it with the screening chairperson. Screening guidelines, screening forms, and clipboards should be passed out for each category. If any questions arise, the screeners can ask anyone else or contact the chairperson. Screeners should try to notice on opening day, if items that they asked to be removed or retagged, are in fact done.

The screening forms are to be filled out for items that have a problem as to description, pricing, age, authenticity, etc. Both copies of the form are to be left in the booth.

The carbon copy of screening forms will then be picked up from booths that had forms left. The original will be placed in the envelope. If a booth has no screening problems, a Thank you note will be placed in the envelope.

The screening chairperson should be at the show on opening day early enough to answer questions and screen items wrought in by dealers.

The chairperson should report to the show committee, any problem areas or problems with dealers that refused to remove tagged items.