

## SPRING SHOW CHAIRMAN

### JOB DESCRIPTION as of 5/ 11/ 2010

#### MAY:

- Contact fairgrounds to secure contract for next year.
- Get fairgrounds contract to CSADA President for signature

#### JUNE:

- Meet with show committee to begin planning: hours, theme, advertising plan, etc.
- Contact caterer for food service.

#### JULY:

#### AUGUST:

- Draft spring contract: figure booth rents based on previous year, plus 1) any increase in fairgrounds rent, and 2) any increase in charge for walls.
- Type a draft of the contract- have co-chair proof it.
- Print 3 sets of mailing labels (one set for contracts, one set for confirmation packets and one for Welcome Table Packets for 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 form).

#### SEPTEMBER:

- Arrange for printing of show cards, to be ready by November.
- Determine dealer list—use last year's show program and make changes.

#### OCTOBER:)

- Check all advertising and publicity due dates in log. Maureen Little and Debbie McArdle have been doing this.
- Mail spring contract packets at the time of the Fall Show. (Contract with extra page to sign and return, Doug's showcase order form, paper color brochure, return envelope).

## **NOVEMBER:**

- Record contracts as they come in, and place in file. (Suggest 3 ring binder.)
- Distribute show cards at November CSADA meeting, if possible.
- Send reminder postcards 10 days before contracts are due.
- Fill any open booths.
- Compile alpha list of dealers (include name, town, and state) for ads.
- Send same list to Dannah for web site posting.
- Place any publicity listings or ads per deadlines. (Little and McArdle)
- Send booth deposits to Treasurer (include list of dealer names and check #s sent).
- Assign responsibility for entrance display & table decorations.

## **DECEMBER:**

- By December 15<sup>th</sup>, compile dealer list by booth # for show program (name, town/state, phone #).

## **JANUARY:**

- Send confirmation packets early in January (see file for a list of items to include).
- Send Bob C. a copy of the contracts for booth signs.
- Inform Dannah of any dealer changes for web site listing.
- Send Treasurer floor plan with dealer names and booth rents.
- Send packets to all shops and malls (Kandy Craig has been handling this). Include show cards, posters, 2 comp tickets (Stamp cards with "Complimentary Fox Valley" stamp), and cover note.

## **FEBRUARY:**

- At February meeting, pass around volunteer job sheet (see example in file).
- Request/assign mentors.
- 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 Floor Manager a list of dealers by booth number to prepare move-in letters to enclose in Welcome Packets for Welcome Table - Ken Weitzel has been doing this. Also send him the extra set of address labels.
- Send comps to the comp list as well as members not doing the show.
- Send Treasurer a floor plan with the correct booth rents per booth. Include table orders with this list as well as any extra linear footage per booth. (as of 2008, \$7.50 per linear foot over 36 ft.)

### **MARCH:**

- 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 (See Ken Weitzel)
  6. Job sheet (previously assigned)
- Ken Weitzel (or whoever) has prepared move-out letters.
- Take booth photos Friday afternoon for posting on 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 spring show file. Celebrate.