

Day	Tasks	1 st period	No of volunteers needed	2 nd period	No of volunteers needed
WEDNESDAY 11 NOVEMBER	- PREPARE LABELS AND PAPERWORK FOR ENTRANTS PLACE INTO ENVELOPES FOR EACH ARTIST	10am -1 PM	2	1 PM – 4 PM	2
	- Inventorise pack and prepare everything to go to Fitters Workshop	10 am – 1pm	2		
THURSDAY 12 NOVEMBER	- Set up screens (NO VOLUNTEERS COORDINATOR ONLY)	7am – 1.30 pm	1		
Thursday 12 Nov – Setup	- Collect & deliver gear from ASOC studio -	11am -1.30pm TABLES AND OTHER EQUIPMENT	4 (1 @ studio and 3 to load and unload)		
	- Collect and deliver plinths from ASOC STUDIO			1.30pm- 3pm PLINTHS	4 (1 @ studio and 3 to load and unload)
	- SET UP TABLES FOR ACCEPTING AND LABELLING WORKS TO BE HUNG	1.30 PM – 2 PM	2		
	- BRIEF PROCESSORS, RECEIVERS AND HANGERS	1.45- 2PM ALL VOLUNTEERS	2 + rostered volunteers for morning	3. 15 PM ALL VOLUNTEERS	2 + rostered volunteers for afternoon
Thursday 12 Nov HANGING	- ACCEPT WORKS TO BE HUNG AND TAKE TO HANGING AREAS - Processors – take entries and give artists paperwork (PRE SORTED INTO ENVELOPES) - Receivers – transport works to hangers - Hangers – HANG WORKS BY CATEGORY	1.45 pm – 3.30pm	4 processors 6 receivers 6 hangers	3.15pm – 5 pm	4 processors 6 receivers 6 hangers
	- CURATE HANGING			4pm – 6pm	2
Thursday 12 NOVEMBER unframed works	- Receipt and sorting of UNFRAMED artworks and cards			2pm – 5pm	2

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FRIDAY 13 NOVEMBER	- CURATE HANGING	7am – 11 am	2		
	- Set up card and unframed works SHOP area - SET UP WELCOME TABLES, SALES TABLES	8AM -9 AM	4		
	- JUDGING OF SHOW no volunteers - Judges view show and decide awards	9am – 1pm	1		
	- ACT EVENTS CLEARANCE OF LAYOUT	11am	1		
	- Awards prepared and works photographed Electronic announcement of awards and email to winners			1PM onwards	4
Saturday 14 Nov	- WINNING ENTRIES LABELLED WITH CERTIFICATES	10 – 11 am	4		
	- Morning set up of sales tables and external banners; briefing of volunteers	10.45-11am	2 + volunteers on morning shift	12.45-1pm briefing on afternoon shift	2 + volunteers on afternoon shift
	- Welcome table/ counting in and out of visitors	10.45 AM – 1 PM	2	12.45 PM – 4 PM	2
	- Customer relations, security in hall	10.45 AM – 1 PM	4	12.45 PM – 4 PM	4
	- Sales table hung works	10.45 AM – 1 PM	2	12.45 PM – 4 PM	2
	- Card and unframed works sales	10.45 AM – 1 PM	2	12.45 PM – 4 PM	2
	- End of day clean, book keeping, storage of outside banners lock up		2	4-5pm	2
SUNDAY 15 Nov	- Morning set up of sales tables and external banners; briefing of volunteers	10.45-11am	2 + volunteers on morning shift	12.45-1pm briefing on afternoon shift	2 + volunteers on afternoon shift
	- Welcome table/ counting in and out of visitors	10.45 AM – 1 PM	2	12.45 PM – 4 PM	2
	- Customer relations, security in hall	10.45 AM – 1 PM	4	12.45 PM – 4 PM	4
	- Sales table hung works	10.45 AM – 1 PM	2	12.45 PM – 4 PM	2
	- Card and unframed works sales	10.45 AM – 1 PM	2	12.45 PM – 4 PM	2
	- End of day clean, book keeping, storage of outside banners lock up		2	4-5pm	2
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Monday 16 Nov	- CLOSED				

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Tuesday 17 Nov	- Morning set up of sales tables and external banners; briefing of volunteers	10.45-11am	2 + volunteers on afternoon shift	12.45-1pm briefing on afternoon shift	2 + volunteers on afternoon shift
	- Welcome table/ counting in and out of visitors	10.45 AM – 1 PM	2	12.45 PM – 4 PM	2
	- Customer relations, security in hall	10.45 AM – 1 PM	4	12.45 PM – 4 PM	4
	- Sales table hung works	10.45 AM – 1 PM	2	12.45 PM – 4 PM	2
	- Card and unframed works sales	10.45 AM – 1 PM	2	12.45 PM – 4 PM	2
	- End of day clean, book keeping, storage of outside banners lock up		2	4-5pm	2
Wednesday 18 Nov	- Morning set up of sales tables and external banners; briefing of volunteers	10.45-11am	2 + volunteers on afternoon shift	12.45-1pm briefing on afternoon shift	2 + volunteers on afternoon shift
	- Welcome table/ counting in and out of visitors	10.45 AM – 1 PM	2	12.45 PM – 4 PM	2
	- Customer relations, security in hall	10.45 AM – 1 PM	4	12.45 PM – 4 PM	4
	- Sales table hung works	10.45 AM – 1 PM	2	12.45 PM – 4 PM	2
	- Card and unframed works sales	10.45 AM – 1 PM	2	12.45 PM – 4 PM	2
	- End of day clean, book keeping, storage of outside banners lock up		2	4-5pm	2
Thursday 19 Nov	- Morning set up of sales tables and external banners; briefing of volunteers	10.45-11am	2 + volunteers on afternoon shift	12.45-1pm briefing on afternoon shift	2 + volunteers on afternoon shift
	- Welcome table/ counting in and out of visitors	10.45 AM – 1 PM	2	12.45 PM – 4 PM	2
	- Customer relations, security in hall	10.45 AM – 1 PM	4	12.45 PM – 4 PM	4
	- Sales table hung works	10.45 AM – 1 PM	2	12.45 PM – 4 PM	2
	- Card and unframed works sales	10.45 AM – 1 PM	2	12.45 PM – 4 PM	2
	- End of day clean, book keeping, storage of outside banners lock up		2	4-5pm	2
Friday 20 Nov	- Morning set up of sales tables and external banners; briefing of volunteers	10.45-11am	2 + volunteers on afternoon shift	12.45-1pm briefing on afternoon shift	2 + volunteers on afternoon shift
	- Welcome table/ counting in and out of visitors	10.45 AM – 1 PM	2	12.45 PM – 4 PM	2
	- Customer relations, security in hall	10.45 AM – 1 PM	4	12.45 PM – 4 PM	4
	- Sales table hung works	10.45 AM – 1 PM	2	12.45 PM – 4 PM	2
	- Card and unframed works sales	10.45 AM – 1 PM	2	12.45 PM – 4 PM	2
	- End of day clean, book keeping, storage of outside banners lock up		2	4-5pm	2

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Saturday 21 Nov	- Morning set up of sales tables and external banners; briefing of volunteers	10.45-11am	2 + volunteers on afternoon shift	12.45-1pm briefing on afternoon shift	2 + volunteers on afternoon shift
	- Welcome table/ counting in and out of visitors	10.45 AM – 1 PM	2	12.45 PM – 4 PM	2
	- Customer relations, security in hall	10.45 AM – 1 PM	4	12.45 PM – 4 PM	4
	- Sales table hung works	10.45 AM – 1 PM	2	12.45 PM – 4 PM	2
	- Card and unframed works sales	10.45 AM – 1 PM	2	12.45 PM – 4 PM	2
	- End of day clean, book keeping, storage of outside banners lock up		2	4-5pm	2
Sunday 22 Nov	- Morning set up of sales tables and external banners; briefing of volunteers	10.45-11am	2 + volunteers on afternoon shift	12.45-1pm briefing on afternoon shift	2 + volunteers on afternoon shift
	- Welcome table/ counting in and out of visitors	10.45 AM – 1 PM	2	12.45 PM – 4 PM	2
	- Customer relations, security in hall	10.45 AM – 1 PM	4	12.45 PM – 4 PM	4
	- Sales table hung works	10.45 AM – 1 PM	2	12.45 PM – 4 PM	2
	- Card and unframed works sales	10.45 AM – 1 PM	2	12.45 PM – 4 PM	2
	- CHECK OUT OF SOLD WORK (volunteers to assist buyers to bring work to sales desks for sold work)			3pm-5pm	6
	- CHECK OUT OF UNSOLD HUNG WORK (artists to bring works to separate check out table for UNSOLD works)			4-6pm	2
	- CHECK OUT OF UNSOLD CARDS AND UNFRAMED WORK (artists to bring works to separate check out table for CARDS AND UNFRAMED works)			4-6PM	2
	- End of day clean, book keeping, storage of outside banners lock up			6pm – 7pm	2
Monday 23 Nov – Pack up	- SCREEN REMOVAL - no volunteers – COORDINATOR ONLY	8:00am – 11:00am	1		
	- Final clean of Fitters Workshop and return keys			2pm – 5pm	1
	- Pack up & return gear to ASOC studio	11 AM – 1 PM	6		
	- Clean returned gear and studio			1pm -2pm	2