

Littleton Fine Arts Guild

2 NIGHT-STAND CHAIR PERSON GUIDELINES

Purpose: To actively recruit LFAG members to join together for the 2 Night Stands. Encourage a variety of disciplines, styles and size of works.

Duties

Keep an updated calendar of the 2 Night Stands with current sign-ups.

3 months prior to the week of 2 Night Stands, facilitate an Orientation Meeting.

- **All participating show members should attend the Orientation Meeting.**
- **Supply the attached “To Do” list to each of the participants.**
- **Discuss briefly and answer questions about the “To Do” list and timelines.**
- **Confirm that participants understand that show times between the Groups should be consistent, i.e. Day one, 10 am – 8 pm, Day two, 10 am – 5 pm.**

After the Orientation Meeting it is not necessary for the Chair Person to be involved. Each 2 Night Stand participant is responsible to work with their group.

Littleton Fine Arts Guild

2 NIGHT-STAND TO DO LIST AND TIMELINES

3 Months prior attend Orientation Meeting

Items to discuss and delegate within your group.

- Advertising – flyers, mailers, signs, Facebook and Instagram
- Who will get them printed?
- How will each distribute? Where? When?
- All hours for all shows needs to be the same. ie 10-8 day 1 and 10 – 5 day 2.
- When will be the reception? Will there be food during the day?
- Who is getting the food? Setting it up? Cleaning up?
- LFAG does not cover expenses. Decide on a budget and divide equitably.
- Who is working when? The desk will be manned by the day workers, but who will man after regular business hours? (You can volunteer to man another member's show and they yours. It is best to have 2 workers in the evening.)
- How will you use the Depot? Whose art goes where?
A variety of price ranges, i.e; under \$25.00, \$25.00 - \$100.00 and so on.
- Consider one or more in the group doing a demo during the show.

1 month prior:

- What time of the day will you set up? The show must be ready at 10 am
- Remember you must have your work cleared out and the Depot ready with time for the next group to set up.

Each group – let the other groups know if you want them to leave something out for you. i.e. tables, bins, water dispensers

**2 NIGHT-STAND TO DO LIST AND TIMELINES
(Continued)**

Day of Show for each Group:

- **Bring a completed Inventory sheet.**
- **Bring business cards.**
- **Be ready to open the Depot at 10, with all of your art placed where you want it.**
- **Sandwich Board – announce show**
- **Greet all guests, even if they aren't yours. It could be someone else's friend in your group.**
- **Know about the work of the other artists in your group so you can talk to the guest about everything that is in the show.**
- **Are there refreshments during the day?**
- **Set up for reception – clean up.**

End of Show for each Group:

- **Remove all hanger hooks and place in tool box.**
- **Fill all nail holes with putty and smooth.**
- **Clean up and vacuum.**
- **Empty all trash inside and in bathroom. Take your trash home. There is too much to leave outside as part of Depot trash.**