

Littleton Fine Arts Guild

RECEPTIONS GUIDELINES

GENERAL

- * Attend calendar meeting to have input on show themes and reception dates.
- * Most receptions are held first week of opening week of show.
- * Best effort to schedule Receptions to match Littleton's First Fridays – May thru September.
- * Attend the budget meeting to know how much you have to work with for the year. More \$\$'s are spent on Anniv., All Colorado, Colorado Aperture.

With Your Co-Planner:

- * Meet to brainstorm ideas as for decorations/ food for yearly Receptions so that you can find things on sale during the year. Keep decorations SIMPLE and tasteful. Work within your Budget. Refer to Reception Spreadsheet for history of cost.
- * As co-chairs – divide and conquer who will do what.

For Each Reception:

- Prior to each Reception – meet to decide food choices, drinks, etc. and who is doing what.
- After each reception, within a week, complete a reimbursement form with receipts attached and place in folder at The Depot labeled TREASURER. Complete Reception Spreadsheet and email to president.
- Refer to the Reception Spreadsheet where you'll find history of past receptions. This will give you an approximation or how many attendees you may expect.
- **Before Reception :**
 - Make certain the sandwich board is advertising the Reception on the Tuesday before. You can remind the members that are working that Tuesday to do this.
 - 1- 2 weeks before a Reception, post an email asking for volunteers to man the Reception;
 - 1-2 people to work the desk
 - 1 counter at the door
 - 2 people to help set up (usually the day workers do this)
 - 2-3 people to help take down and clean up
 - check that you have all supplies needed: paper goods, containers, table coverings
 - put a note on the desk or call asking the day workers to pull tables from shed and any other things you may need from the shed
 - By 4 pm have the day workers take a pic of items on tables you will need, prior to having the items moved. Have them send it to you.
 - 1 bag of ice is enough for water dispensers

- Get or make all of the food and drinks. (Have fun with this – go with the theme of the show!)
- The Depot has some tablecloths – check beforehand. Colorful placemats on white do a lot.
- All heating plates, crock pots, etc. – you provide.
- Arrive around 4-4:30 to start set-up.
- Flowers have been done by Eva Kraus. If you want to request a certain color – you could call her

During the Reception:

- You are responsible for the atmosphere of the Reception.
- Choose music you want played.
- Check on level of beverages and food. (We usually kept extra under the tables or outside the back door.) This way your helpers know where to find things.
- 2 large waste baskets are in the shed – line with trash liner. (may need to take home trash)
- Door counter person needs to start counting by 5 ish – as people start arriving.
- Encourage people to go to the different rooms depending on what you are serving.

After the-Reception:

- Clean up is your responsibility – tables taken down, all food put away or taken home, water dispensers emptied and washed – set on table in Ticket Room to dry out overnight
- If table cloths were dirty – you take home to clean – all can go in the washer
- Turn in all receipts to the treasurer. Fill out reception sheet and turn into president.
- Send a thank you acknowledging all volunteers via Communications Director
- Send a pic of the table to one of the next day workers. (You will need to get their phone number from the directory) Ask them to vacuum and to put back the displays as seen in the pic you sent them.

You are NOT responsible for entertainment.

** We kept reception items at our houses, as they tend to disappear at the Depot or are contaminated.

Supplies

You are responsible for all paper goods and containers needed for the Reception. Retain all receipts and attach to Reimbursement Form after the Reception.