

LBAS

All Saints Exhibition October 2021

Stewards notes.

All exhibitors are expected to take part with stewarding, members who are not exhibiting are very welcome to come and be part of it.

A member of the committee will also be present.

There should be 3 Stewards on duty at all times.

The Stewards rota will be available with everyone's contact numbers. If your replacement Steward has not arrived, please contact them directly.

Stewarding duties.

One person should be at the desk at all times.

The cashbox, sales lists and rota will be kept here and should not be left unattended at any time.

A simple tally register should be maintained of visitor numbers.

Stewards should encourage visitors to vote for a favourite painting.

There will be a book available for comments and contact details.

LBAS membership should be promoted. There will be details available to give out to interested people.

Sales.

- A **red dot** should be placed on the painting when sold and also on the steward's complete list of paintings.
- Paintings sold should remain in the exhibition until the exhibition ends. However if a sale is only achieved by releasing the painting when paid for by cash or confirmed BACS transfer, stewards may do so. There may be more work available to replace any work that is taken.
- Portfolio paintings and Cards can be released immediately when paid for.
- Raffle money should be kept separately.

Committee Contacts

Graham Pellow – Chairman 07963 619 003

Neil Freeman– Secretary 07944 317718

Zanna Cromack - Exhibition Secretary 07588612178

Lynn Horsnell - Programme secretary 07711812128

Linda Holbrook- Treasurer 07941211785

Sally White- Publicity and Webmaster 07398 298783

Pauline Glover- Committee member 07752 660908

LBAS account number Account No 07626061 Sort Code 53 70 11