***IMPRESSIONS 11 TASK CHECKLIST***

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| **Task** | **Timeframe** | **Assigned Volunteer** |
| Poster and flyer design for hardcopy and emailing |  | Nicola Garrett |
| Email e-invite to members and guest list, Facebook page/event | ASAP | Nicola Garrett and Karen Kaese |
| Registration of incoming artists – Art work must be delivered to Impress Gallery. ALL artists to Sign in their artwork at gallery including how many pieces of art. | No later than Sunday 2 July 6pm. | All participants |
| Check gallery equipment and condition | Monday 3 July  | Nicola Garrett |
| Hanging exhibition | Tuesday 4 July10am -1pm1pm -5pm | 10am – 1pm1. Nicola Garrett2.3.4.1pm – 5pm 1.Nicola Garrett2.3.4. |
| Cross-check price list and didactics with artwork on walls and in folios. Note changes.  | Mon 3/ Tue 4 July  | 1. 2. |
| Print out price lists for gallery (50 copies) | Wednesday 5 July  | Nicola Garrett |
| Finalise didactic file and print  | Tuesday 4 July | Nicola Garrett |
| Purchase food/drink for opening and deliver to gallery | Morning of Friday 17 July | 1. 2. |
| Prepare food/drink set up for opening | Friday 7 July from 4pm |  |
| Staffing of bar  | Friday 7 July, 6-8pm. | 6-7 pm1. 2. 7-8 pm1. 2.  |
| Ensure toilets and bathrooms are clean  | Friday 7 July, by 5pm |  |
| Photograph opening event. Dropbox/ Google Drive photos to gallery coordinator | Friday 7 July 6-8pm | 1. 2.  |
| Staff sales desk during opening | Friday 7 July 6-8pm | 1.2. |
| Supervise official opening procedures | Friday 7 July  | Nicola Garrett |
| Clean up after opening:* bar
* kitchen
* bathroom
 | Friday 7 July from 8pm | 1.2. |
| **STAFFING GALLERY DURING EXHIBITION*** Staff gallery space
* Take sales and visitor numbers
* Greet and talk to visitors.

2 shifts each day (3.5hr) – 10am-1.30-pm1.30pm -5pm | Thursday 6 July | 1. 2. |
| Friday 7 July | 1.2 |
| Saturday 8 July | 1.2. |
| Sunday 9 July | 1.2. |
| Thursday 13 July | 1.2. |
| Friday 14 July | 1.2. |
| Saturday 15 July | 1.2. |
| Sunday 16 July | 1.2.  |
| Thursday 20 July | 1.2. |
| Friday 21 July | 1.2. |
| Saturday 22 July | 1.2. |
|  | Sunday 23 July | 1.2. |
| Thursday 27 July | 1.2. |
| Friday 28 July | 1.2. |
| Saturday 29 July | 1.2. |
|  | Sunday 30 July | 1. Nicola Garrett2.Nicola Garrett |
| De-install of exhibition | Sunday 30 July3 - 7 pm | 1. Nicola Garrett2. 3. 4.  |
| Organisation and packing of sold work for buyers | Monday 31 JulyAnytime | 1. 2.  |
| Cross-check documentation of sold work on master price list for treasurer | Sunday 30 July |  |
| Assist artists with registration and sign-out during collection of artwork | Sunday 30 July from 3 pm | 1. Nicola Garrett2. |
| Submit payment forms for invoices/receipts for reimbursement to Treasurer | As needed |  |
| Organise payments for reimbursement costs | As needed |  |
| Organise payment of artists via direct deposit | Within 2 weeks (of closing) |  |
| Opening Night Float | Friday 7 July  |  |