

 **Faringdon Art Society Annual Exhibition 2018**

 **INSTRUCTIONS FOR STEWARDS**

 **Duties and responsibilities**

* Welcome visitors and give each one a voting slip
* Offer tea or coffee (no charge but contributions welcome)
* Ensure the cash box is NEVER left open, unattended or unlocked.
* Record all sales in the Receipt Book (make sure the backing card is in place for duplication) and complete all the information using CAPITAL letters.

Summarise the card sales but ensure the separate Card Sales Record is also completed. It is essential to mark off the cards sold against the correct artist in the Card Sales Record.

*Note: if someone purchases only cards it is not necessary to record all their personal details in the Receipt Book.*

Give the white copy to the customer by way of receipt for payment (this must be presented by the customer to collect their purchases at the end of the exhibition). Keep the coloured copy in the book.

* Unframed paintings, prints and cards may be taken away on full payment by a purchaser. Other work should remain in the exhibition and collected by the buyer from a committee member, on presentation of their receipt, at the cash desk between 4.00pm and 4.30pm on Sunday 29th October.

 We anticipate that 3 people will be on duty at each 2 hour session.

Please ensure that you arrive in good time for your time slot for ‘hand over’ instructions

 Contact numbers in case of problems: Karen: 07815 710883

 Helen: 07771 616475

 Jo: 07824 183865

 **www.faringdonartsociety.co.uk**