

  **FARINGDON ART SOCIETY ANNUAL EXHIBITION 2021**

 **INSTRUCTIONS FOR STEWARDS**

 **Duties and responsibilities**

Please ensure that you arrive 5 minutes before your time slot for ‘hand over’ instructions.

We anticipate that 3 people will be on duty during each 2 hour session sharing the following duties.

* Welcome visitors and give each one a voting slip
* Offer/make tea or coffee (no charge but contributions welcome)
* Ensure the cash box is kept secure and NEVER left open, unattended or unlocked
* Payment by Credit or Debit card is now available to buyers, a committee member will be on hand to help manage this.
* Record all sales individually (except greeting cards, see below) in the Receipt Book. Ensure the backing card is in place for duplication, and complete the form using CAPITAL letters.

Give the white copy to the customer by way of a receipt of payment and explain that this must be presented by the customer to collect their purchases at the end of the exhibition. Keep the coloured copy in the book.

* Summarise the greeting card sales in the receipt book and also complete the separate Card Sales Record.

 It is essential to mark off the cards sold against the correct artist in the Card Sales

 Record. It is not necessary to record a customer’s personal details if they are just

 buying greeting cards.

* Unframed paintings, prints and greeting cards may be taken away on full payment by the purchaser. Other work should remain in the exhibition to be collected by the buyer from a committee member on presentation of their receipt on Sunday 31st October between 4.00 and 4.30.
* Put a red dot on all sold framed and 3D work
* Hand out FAS business cards for any enquiries regarding an artist asking inquirer to contact the Society directly for further information.

**NB: All personal details of buyers and sellers are to be treated as confidential and used for FAS Exhibition purposes only. Please do not give this information out.**

 In case of problems contact: Jo: 07824 183865, Helen: 07771 616475 or Val: 07779 825823

 **www.faringdonartsociety.co.uk**