

## **Mayfair Artists – 2012 Sale date: April 21-22**

### 1. Advertising

- Interview with the Sun reporter today
  - will be published April \_\_\_\_\_
- Other advertising
  - Warmen Gazette
  - The Saskatoon Express (general@saskatoonexpress.com)
  - At the Galleries (spnnews@sp.canwest.com)
  - The Saskatoon Sun
  - Parish Notes (thainworth@sp.canwest.com)
  - Martensville Messenger
  - Country Press
  - RN Review
  - CFQC – Jeff Rodstaff
  - Shaw television
  
- Mayfair Church lawn sign (cost: \$30.00)
- Beth has invitations printed and ready for distribution
  - These can be sent to friends and:
    - Art Placement
    - Colours
    - U of S Bookstore
    - J & S Picture Frame Warehouse
    - Co-op stores

### 2. Hanging order

- draw numbers to determine where each of the artists will hang their work
- ensure that each artist wishing to display fills out their inventory sheet
- only ORIGINALS are to be hung on the walls
- it is preferable to hang recent (within the past year) paintings, but older works may be shown *if they have not been shown here before.*

### 3. Artist Identification

- name tags & artist name cards are all in cupboard
- ensure any cards, bookmarks, etc are clearly marked with your name or initials
- Name cards for paintings should be on two by three inch cards, with the name of the painting at the top and the medium used underneath. Put the name of the artist in the bottom left corner and the price in the bottom right corner. Attach to wall with masking tape.

#### 4. Set-up:

- Establish times
- pre-sale shopping
- Advise custodian of table requirements for that day
- Guestbook
- Put Poster on church doors to direct visitors to east door
- Tables for greeting and guest book
- 8 small round tables for lunch/visiting
- Long tables
  - 2 at north end for cards and sales point
  - 3 along north wall for smaller items
  - 1 for lunch

#### 5. Lunch

- previous years each artist supplied 5 dozen items including cookies, squares, loaves, etc, buns with toppings, crackers, cheese
- Volunteer hours will be established with the sign-up sheet
- 300 cups – napkins – small plates
- *NOTE: SATURDAY NIGHT – Set up coffee for the morning  
SUNDAY MORNING – Plug coffee in by 10:15*

#### 6. Table Decorations

- Centerpieces (fresh flowers)
- Tablecloth (Lunch table & Reception table)

#### 7. Door Prizes

- Basket of cards, etc?
- Draw box

#### 8. Sales

- Cash box & receipt book
- Change for sales
- Bubble wrap and/or brown paper and bags to wrap paintings sold
- Cards, etc. are to be put into plastic bags
- Make sure that your inventory sheet is filled out and in sales book
- Red dots placed on paintings that have SOLD
- Money from sales will be distributed Tuesday, April 24
- All sales are final when made with the pick-up of the work at the end of the sale on Sunday

9. Pricing

Cards (reproductions) that are 1/4 fold (small) ..... \$3.00 each.

Larger, 1/2 fold card reproductions are \$4.00 each

Original cards can be priced at the artists' discretion.

Sets of cards must be packaged as sets and priced as sets.

Bookmarks are \$2.00

Postcards \$3.00.

ALL ITEMS MUST BE CLEARLY IDENTIFIED WITH THE ARTIST'S NAME

10. Honorarium for custodian (\$100)

11. Any other business?

