**Subject: To Do List for GULFPEX 2024**

**Mark each item either done or name of person responsible.**

**Duties before show**.

1. Place the outdoor large signs the week? before the show.
2. Coordinate with Sandra to have show information put on Marquee.
3. Make arrangements for TV appearance and/or arrange for reporter to come to the show on Friday.
4. Make handouts with map of show layout and list of exhibits. Dealers name and address on back of layout map.
5. Print above handouts including Club applications.
6. ???Obtain stick on name labels and 2 markers.
7. Prepare money bags with change for Club Table sales (1 bag) and Silent Auction (1 bag)
8. Purchase kitchen supplies (coffee, soda, water and snacks).
9. ????Develop bidding slips for silent auction and prepare the items for the auction.
10. Determine time for table set up and picking up frames – let members know the times – notify set-up crew (Steve and Cole).
11. Arrange for food truck on Friday and ??Saturday??

**Wednesday before the show:**

**1**. Pick up Community Center key and get check to pay deposit ($400.00) for cleaning. Deposit can be paid when picking up keys. The deposit will be returned if cleaning is acceptable.

**Thursday before the show:**

1. Pick up frames and supplies from storage locker.
2. Set up frames and tables.
3. Label tables with dealers names.
4. Prepare coffee so it only needs to be turned on in the morning. Set up coolers on sink and stock with soda and water (no ice until Friday morning). Put extra water and soda in frig.
5. Put out donation containers and other supplies.
6. Lock Community Center if Sandra is not present.

**Friday Before the Show Opens**

1. Pick up donuts for morning snacks.
2. Open the building at 6:30 am
3. Turn on all Lights.
4. Plug in coffee so it is ready when dealers arrive. Put ice in coolers with water and soda.
5. Bring 3 money bags – 1 for new members and sale of hats/shirts, 1 with change for person watching Club table and 1 with change for the silent auction.
6. For 9 am, clear the first five parking spaces on the southwestern corner for food truck parking.

**7**. Assist dealers with finding their tables.

**8**. Assist setting up Registration table.

**9**. Help put exhibits in frames.

**10**. Label frames

**11.** Set up and run the Silent Auction

**12.** Make sure donation containers are out.

**13.** Bring chains and locks for doors

**14**. Tell dealers what time doors will be open on Saturday.

**Friday after the show.**

1. Contact the Sheriff’s department letting them know someone might be working in Community center on Thursday and Saturday with collectibles items left overnight Friday.
2. Prepare coffee pot so all that is needed in the morning is plug it in.
3. Put chain with lock on the 3 outside exits.
4. Turn out lights
5. Check that no one is hiding in building before locking up.
6. Lock all doors including the bathrooms
7. Print out award certificates and ribbons for frames

**For Saturday before Show opens**

1. Pick up donuts – less than first day
2. Turn on all the lights
3. Open up around 7 am and plug in coffee.

**For Saturday before Show opens (cont.)**

1. Remove chains from outside exits
2. Refresh ice in coolers and restock.
3. For 9 am, clear the first five parking spaces on the southwestern corner for food truck parking. If we are having a food truck that day.

**Saturday During the Show.**

1. ??Hospitality will check with dealers about lunch orders from Brooms. No food cart on Saturday. Do we want a food card on Saturday??
2. Hold the Auction at 1 pm with pay and pick up lots at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3** Collect payment and distribute items from the auction.

**4**. Pack up and remove any items left from the auction.

1. Assist with removing exhibits from frames. What time??

**6 .**Take Frames and supplies to storage unit.

**7** At \_\_\_\_ start cleaning kitchen. Wash coffee pot and empty coolers (coolers and coffee pot go to storage unit).

8About \_\_\_\_ pack up left over soda, water and other items.

**Saturday after the show**

1. Clean up registration table.
2. Assist dealers packing up.
3. Give Steve the keys and pay him $400 ($300 for cleaning and $100 for moving frames)
4. ??? Pay helpers who move the frames $100.