

OCTOBER BRUNCH/LUNCHEON, FASHION SHOW & BOUTIQUE

Date: Wednesday in mid-October

Location: Salida Steam Plant Event Center, 220 W. Sackett Ave, Salida, CO or other appropriate venue.

In addition to this brief resume, each year the chairperson prepares important information for the new chairperson. This includes notebooks and files with job descriptions, timelines, previous decisions, and actions to help the incoming chairperson and committee members. Each year the website is updated and current information is sent each month to the HCFG newsletter editor.

This event is the highlight of the year. Planning begins as early as December when volunteers and coordinators are recruited and committees formed. The main areas of planning include: determining and securing the location preferably a year in advance, caterer, speaker; marketing; decorating dining hall, soliciting door prizes, Fashion Show coordination; and Boutique preparation.

A typical order of the actual event day is:

An hour or two before the event begins:

The dining hall and the Boutique are set up.

Table decorations, table gifts, and feedback cards are put in place in the ballroom/dining room.

In the Boutique, members must bring their own "for sale items" and help set up. A set up committee will make table assignments and arrange items to create a lovely display throughout the room. Members volunteer to help with receiving money and bagging items purchased.

Models arrive for a walk through.

At the designated time, the Boutique opens for business. All members are welcome to sell homemade original fiber/jewelry/home decor items. Each item must be labeled and a completed liability form must be turned in to a designated Guild member before the Boutique opens.

The Fiber Arts Guild collects a commission for members and for nonmembers.

Dining hall doors open around 11 am – noon, depending on whether it is a brunch or lunch. Food, drinks, door prizes, table gifts and good visiting are all part of this celebration. The program features a Fashion Show of original fiber art items made by members of the Guild. We often invite a guest speaker who is known for her/his fiber creations. The guest has the option of bringing clothes for the Fashion Show and may hold a follow-up workshop the next day.

Before and after the meal and Fashion Show, the Boutique is open for shopping.

A time is specified when all members who have items for sale must pack up their own items. Several display items are owned by the Guild and stored in a unit in Salida. Those display items need to be transported before the opening and after the closing of the Boutique. Individually owned display items must also be removed at designated time.

The dining and program have been held in the ballroom of the Steam Plant in Salida, CO and the Boutique is held in the Steam Plant Annex.

All members are invited to volunteer as helpers, models, contributors of items to have modeled in the Fashion Show and/or sell at the Boutique, and/or committee members.

The Main Planning Committee creates job descriptions for each of the subcommittees and shares that information when recruiting new members and helpers.

The Fashion Show coordinator collects entries, creates a process for jurying submissions, recruits and gathers the models for clothing selection,

labels all clothing and determines the order of appearance in the Fashion Show. . She/he also recruits helpers to keep clothing in order and proper care. She/he recruits someone to create a script which can be the MC her/himself or someone else. The MC is recruited by the event chairperson. The chairperson also recruits a member volunteer to take photographs of the event and Boutique as well as arranges for a photographer/reporter from the Mountain Mail to attend the event.

For the past several years we have used Michelle Gap as our caterer. Her cost includes all fees and taxes and is determined by the menu choices. She also provides plates and napkins. As of 2019 she is the only local caterer to serve sit down meals.

The cost for tickets is determined by a budget of anticipated income and expense. Karen Robinson has printed and distributed tickets to Serendipity and Hodge Podge. These stores record all sales on forms that Karen provides, including names, special dietary needs, and form of payment. We only accept cash or checks. An instruction sheet is also provided to help the store employees.

The Treasurer of the Guild is responsible for the following regarding the luncheon and the sales at the Boutique:

Ticket Sales: Collect & bank money from ticket sales.

Boutique Sales:

1. Work with the chairperson of Boutique sales & check out.
2. Go to bank for cash to supply cash boxes
3. Collect dues checks (if not already paid) from all members putting items for sale into booth
4. Collect cash box and sales slips
5. Balance sales (checks, cash, credit cards)
6. Put money into bank
7. Write checks to individuals for items sold
8. Pay all invoices
9. Send sales recap to event chairperson, president of Guild, and newsletter editor for inclusion in next newsletter
10. Provide the following materials:

➤ At least 4 sales receipt books

- Cash box
- \$325 in cash

The sales table also needs the following supplies. The Boutique chairperson and the treasurer should communicate to determine who has and brings these supplies.

- iPads w/internet connection for square up
- 2 square up devices
- Four calculators
- Extension cords
- 4 pair of scissors
- A dozen ballpoint pens,
- 4 staplers & staples
- Bags and tissue
- Receipt boxes
- Packaging Tape/Scotch tape/Blue tape

The Boutique Chairperson arranges for the set up design, setting up and taking down display materials, coordinates with SteamPlant for tables and tablecloths, recruits and trains the cashiers and sales volunteers, prepares directional signage, and recruits people to help arrange various areas.

All committee members help with clean up and returning items to the storage unit or other designated areas.

The chairperson is responsible for funneling all invoices to the treasurer so bills are paid in a timely manner. She/he also prepares follow up thank yous and wrap up reports for the Guild and the newsletter.