

# **SPECIAL EVENTS COORDINATOR**

The Special Events Coordinator will be responsible for recruiting members for a committee that will be responsible for the December Holiday Party, the June Stash Sale and the Buena Vista Library Display.

## **DECEMBER HOLIDAY PARTY:**

The party is held the First Friday of December at a community location in either Buena Vista or Salida. The location alternates every year between the two locations. The event can start anywhere from 10 AM to noon and usually lasts a couple of hours.

Members are asked to sign up to bring main dishes, salads, or desserts for a potluck meal.

There is an optional gift exchange for members who want to participate. The cost of the gift should not exceed \$20. Members draw numbers to pick their gifts which are normally wrapped or put in a gift bag. A program may also be presented.

The responsibilities of the Coordinator and Committee are as follows:

Arrange the meeting place for the party

Write a newsletter article for the November newsletter with the date, time and location of the party.

Solicit and coordinate the food arrangements, table decorations and the gift exchange. Post email requests via Sandee Jaastad who will send the request out to the general membership. [sandeejaastad@gmail.com](mailto:sandeejaastad@gmail.com) or call at 719-221-4404.

Notify members of final signup sheets for food and table decorations via Sandee Jaastad who will send the final list out to the general membership. [sandeejaastad@gmail.com](mailto:sandeejaastad@gmail.com) or call at 719-221-4404.

Set up and take down the tables and decorations for the party

Have paper goods, plastic utensils, coffee, tea, & cold drinks.

Make arrangements for a program if one is to be presented

## **JUNE STASH SALE:**

Date: 1st Saturday morning in June      Time: 9:00 AM to Noon

Location: On the front lawn of a member's home in Salida

This is an annual sale where all members of the Fiber Arts Guild can bring items that they'd like to sell (overstock items, items they no longer need). For example: yarn, tools, magazines, fabric, knitting needles, buttons, etc.).

Each participant needs to bring his/her own table and displays and be responsible for setting up and taking down their items. If a member doesn't want to stay and watch their tables they need to have someone in attendance oversee their table and the member is still responsible for their own table set up and take down.

**Please Note:      Any items that are not picked up at NOON (end of sale)      become the property of the Guild.**

The Guild Treasurer collects the money for all sales and sends the members a check within a week or two. NO percentage is taken out of sales so members receive 100% of the proceeds from their sales.

The responsibilities of the Coordinator and Committee are as follows:

Write a newsletter article for the April and May newsletter with the date, time and location of the sale.

Prepare announcements and information to present at the May meeting including the identifying information that needs to be on the items that will be for sale.

Send a newspaper announcement to the Mountain Mail & ask that it post in The Chaffee County Times for one day (FOR FRIDAY Mtn. Mail & Thurs. C.C.T. ONLY) the week before the event (place the announcement as an AD IN THE YARD SALE SECTION OF THE CLASSIFIED ADS,

It may help to post yard sale signs with arrows on Poncha Blvd.

Bring bags for sales from the storage shed.

Arrange for the attendance of the treasurer at the sale with a cashbox.

Arrange for a serving table.

Arrange for members of the committee to bring refreshments.

Have paper goods, plastic utensils, coffee, tea, & cold drinks.

NOTE: In the past the host has provided coffee and tea.

Take down and cleanup of refreshments and serving table.

## **BUENA VISTA LIBRARY DISPLAY:**

The display at the Library is usually scheduled in either July or August. The library should be reserved as early as possible and it might be helpful to do it immediately following the current year's display.

The responsibilities of the Coordinator and Committee are as follows:

Reserving a month at the Buena Vista library to display the work of the Guild members. Library contact is Karen Johnson at 719-395-8700. Might do this at the end of the current display month for the next year's display.

Solicit items for the display from the membership. These should be recent items made in the past two years and not previously displayed at the Library. The current year's Guild challenge is always good.

Announce request for display items at the May meeting or 2-3 months ahead of the display.

Post email requests for display items via Sandee Jaastad who will send the request out to the general membership. [sandeejaastad@gmail.com](mailto:sandeejaastad@gmail.com) or call at 719-221-4404.

Coordinate the collection, display and return of the items collected for the display. Each item must be accompanied by a short bio of the artist, a description of the item (including the inspiration for the item, and the materials and technique used). These should either be in printed form or sent to the Events Coordinator and/or a committee member via email.

Arrange for members to drop off display items at Serendipity in Buena Vista or Hodge Podge in Salida beginning in June or July. Events Coordinator or committee member will need to pick up items from these locations at least once a week as these facilities do not have a lot of storage space.

Events Coordinator or committee member can also have someone collect items at the Weaving Group and/or Art Clothing Group.

Any other means of collection the Events Coordinator or committee members want to devise.

Set up items in the BV Library display on the first day it is reserved for HCFG. Library opens at 9 AM.

There are (12) 29" tall x 31" wide x 17" deep glass front cubicles in the entry hall to the Library that lock plus an 11.5" x 5' wall hanging space in the hallway going to the bathrooms and around to the meeting room door. There are also some smaller spaces throughout the Library if they are available.

Check with Sue Keyes for torso and hat props that you can borrow as well as several 5"x7" plastic frames that can be used for the bio/item information.

Janet Yinger has plastic business card holders to use to label items (especially if a person has more than one item and the bio and/or descriptions are with one item). You can use the business card holders to put the artist name beside the second, third or fourth items.

Janet also has 2 sizes of black clips, tying string/cord to hang weavings or other fiber art on the wall in the hallway going to the bathrooms and around to the meeting room door.

Sheryl and Frank Campbell (Serendipity) have loaned us Lucite display stands of various shapes/sizes in the past to display our fiber art.

Once the display is set up send an email to Sandee Jaastad at [sandeejaastad@gmail.com](mailto:sandeejaastad@gmail.com) or call her at 719-221-4404 to send out and announcement to the membership that the display is up and they should go by and see it and include the day and hours the library is open.

After the display has ended items and borrowed display stands, etc. need to be returned to the artist and owners.

Items can be brought to the September meeting for members to pick up or the members can make their own arrangements to pick up their items from the Event Coordinator or a committee member or at any other locations designated by the Event Coordinator.