

## YBC Chapter Booth Coordinator Responsibilities

1. Booth layout
2. Coordinate booth set-up, including:
  - Walls: pipe & drape, pro-panels, etc
  - Tables: sizes, how many, how to cover?
  - Lights: will additional electricity be needed?
  - Booth Signage: YBC logo banner or something similar.
  - Floor covering: carpet, etc.
3. Arrange for badges for all booth participants, using names as they are listed on the Artisan Application.
4. Communicate booth number and location to all booth participants.
5. Set up Till:
  - Arrange for cash box.
  - Obtain, via check from YBC Treasurer, \$200 to set up till cash to make change.
  - Remind all participating artisans that all sales, including cash or checks, must be via central till and all checks should be made payable to YBC-PGC.
  - Arrange for receipt book.
  - Arrange for device to take payments via YBC Square, login info to be given to you by YBC Treasurer
6. Coordinate set-up / tear down of booth.
7. Coordinate work schedule/shifts for booth participants:
  - Two artisans in booth at all times.
  - No loitering in the booth, unless it's their shift, because it prevents shoppers from seeing the work.
8. Explain to booth participants what their "roles" are while working in the booth:
  - Sell everyone's work; do not "steer" lookers to their work.
  - Provide booth participants with some talking points about each of the artists and their work.
    - Ask each booth participant for some information that can be used, compile & distribute.
  - Be ready to call an artist that is not present in the booth if a customer is interested in a piece and they think that the artist needs to personally talk about their work to the customer.
    - Tell customer you will introduce them to the artist and make the call.
9. Communicate to each participating artisan that he or she should bring his/her own packaging materials, suitable for the work being offered, in a specific size container labeled clearly with his/her name and should contain:
  - Bags or boxes
  - Padding and / or paper to wrap merchandise
  - Business cards
10. Get all booth participants cell phone numbers and have them posted by the till.
11. After show give YBC Treasurer:
  - All cash and checks to be deposited into YBC checking account, including those collected for sales and the original \$200 cash used to seed the till.
  - Excel Spreadsheet Breakdown of sales for checks to be written to booth participants. Use Foundry Day 2013 accounting sheet as a template.