

Steyping Arts Christmas Event Co-ordinators Role

Sharing the Christmas Gift Fair and Art Exhibition co-ordinators role makes for good teamwork and lasting friendships are formed! Most of the activity takes place between September and early December. Leading on this event means creating great community spirit, providing an important opportunity for artists to sell their wares and supporting the values of shopping local. The roles include coordinating the exhibiting members, contacts at the venue, ensuring the event is advertised, devising a floor plan and managing all volunteer helpers on the day.

Full role Description

<i>Task</i>	<i>What it involves</i>	<i>When</i>
Book the Venue	Steyping Centre needs to be booked a year in advance. Review before this booking the event needs. Coombe Court, Saxon Room and the kitchen is usual. Check with Steyping Chamber to connect with Farmers Market?	Date for event usually first Saturday Dec.
Liaise with Treasurer	Review usual system with treasurer, prompt ready to receive and record payments. Keep in touch re; which members have applied, which have paid. Review previous years letter/email to members, get ready to link to the google form	October preceding event date.
Liaise with co-chair	Review previous years google form. Adapt, Membership sec will link the google form to the email and send email to members.	September
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Review Risk Assessment	Review – update previous years assessment and deliver copy to Steyping Centre	October
Liaise with local choir	Local choir can really help make the event Christmassy and can come for free.	October
Liaise with Membership Secretary	Send newsletter to Your Steyping. Consider other publicising options such as local newspapers, events boards, BN5, post office video link etc.	October

Prepare publicity items	The media team will prepare a flyer, Instagram and facebook graphics. They will also consider online exhibition options. Double check all dates, times, info. With the team. Schedule deadline for flyer/poster to go to print (Wests). Wests will invoice Steyning Arts.	October
Design a Floor plan	Once everyone has paid and confirmed, sort out a floor plan. Make sure Steyning Centre has a Copy so that caretaker can put the tables out the day before. Assign positions to artists and be sure this is noted on the working plan. Print out name labels for the tables and lanyards..	Early November
Liaise with Steyning First Responders	Plan the refreshments (cakes, tea, coffee). Decide how many tables/chairs etc needed for the coffee corner, tablecloths, table decorations etc.	Mid November
Arrange for distribution flyers and posters	Liaise with member volunteers (see membership google form) The Farmers market is a good time/place for handing out flyers. Schedule a Steyning Arts volunteer to hand out flyers on the day	Late November
Arrange high street banners up	Peter Legge usually puts up the banners either end of the High Street and also at the mini roundabout. These need to go up a couple of weeks before the event.	A week before the event
Arrange exhibition board movers	Frank Bull is the man with the van. Boards are kept at Peter Clarksons Barn. Another couple of strong-armed people needed. Make sure these people are reminded of the arrangements a week before the date.	Early November and on the day
Coordinate members	Co-ordinate members to make and deliver cakes, biscuits to Steyning Centre before event starts. Contact the exhibitors to give them the final arrangements (time to arrive, what to bring etc - existing format may need 'tweaking' to suit)	Late November

Liaise with Steyning Centre	Remind Steyning Centre of floor plan, refreshments corner and table arrangements a couple of days before the date.	Late November
Liaise with choir and Steyning Centre	Finalise arrangements with the choir, where they can set up etc.	Late November
Liaise with Tamar	Tamar has the portable lights at Old Timbers Encourage these items to be delivered to a co-ordinator before the event date?	Late November
Liaise with members	Team and members to arrive at the Centre by 7.30am to put names on tables, sort putting up of boards, have a designated spot for cake and biscuit drop off. Bunting, decorations, Christmas lights and foliage to go up.	Late November
Be the last out of the building	Check all cleared up at the end of the day Arrange for invoice to be settled via treasurer	On the day