THE OTTAWA GUILD OF POTTERS
LA GUILDE DES POTIERS D'OTTAWA

Sale Job List

1. **Supply Purchaser:** Buy packaging supplies for the sale and deliver them to the venue during the Friday morning set up. Contact the Sale Coordinator for details of what is required. Bags can be purchased from Pritchard's Supplies at 110 Bentley Ave, 613-723-8989 www.pritchard.com Boxes of wrapping paper can be purchased from Dymond Storage.

   A checklist will be provided. (1)

2. **Equipment Inventory:** At the end of the sale take an inventory of sale supply items. The list will be provided on what needs to be counted. (1)

3. **Name/Booth Tags:** Go to OGP website and get tag template, update sale participant names and print name/booth tags. This job is in the process of being updated and made easier:)(1)

4. **Sale Floor Taping:** Under the direction of the Floor Coordinator measure and mark out the sales floor before set up time. Floor Coordinator will also ensure that the extension cords for lights are set up and that there are no safety hazards. (7)

5. **Equipment Pick Up:** Go to Dymon storage locker with the key (sign out from OGP treasurer), code, interior map and pick up sale equipment/supplies. Dymon location is Walkley and Heron (1830 Walkley Rd Unit 1), a 10 minute drive from the Horticultural Building. Time TBA (before sale opens, sometimes the night before). This job is in the process of being updated and made easier :) If a truck is not available or SUVs, then a truck may need to be rented (e.g. Home depot) (3)

6. **Set Up Supervisor:** Oversee and participate with set up. (1)

7. **Sales Floor Set Up:** Set up the cash area (bags, tag paper, pens, staplers, baskets, etc.), curtained standards/sales supply area, greeter table and any other tables on the floor plan. Tables should be placed according to the floor plan and with table cloths. Wrapping materials, signage and shopping baskets should be laid out. (4)

8. **Tear Down Supervisor:** Oversee and participate with tear down, including gathering outdoor signage. (1)

9. **Tear Down Team:** Tear down check out area, all supplies, greeter table etc as listed above in set up. Stack bins by the door for pick up (4)

10. **Equipment Return:**

    At the end of the sale, load equipment and supplies into a vehicle and go to Dymon storage locker with the key, code, interior map. The Dymon location is Walkley and Heron (1830 Walkley Rd Unit 1) a 10 minute drive from the Horticultural Building. Return to the Horticulture Building to pick up your own display if necessary. (3)

11. **Clean up:** Remove any tape from the floor, make sure garbage is in cans. (1)