

Booth Relief Chair and Committee

This committee provides volunteers who temporarily staff the booths of artists and demonstrators so they can have 15- to 20-minute breaks. The volunteer answers questions and watches the art but does not sell, or otherwise come into contact with the art.

The Booth Relief Chair is selected by the Fair Chair.

The Chair:

- Reports progress and problems to the Fair Chair.
- Attends all Fair Committee Chair meetings.
- Recruits volunteers through Volunteer Chair committee, Corporate Volunteer Chair and personal effort.
- Schedules and trains volunteers.
- Submits the list of volunteers to the Volunteer Placement Chair for badges to be made.
- Acknowledges by thank you note, or other means, appreciation for the work done by volunteers working on this committee.
- Reviews the Booth Relief committee job description at the end of each year; updates and sends it to the Fair Chair
- Attends the Wrap-Up Meeting after the Fair. Sends report to Fair Chair.
- Submits a final report to the Fair Chair in written and electronic format.

Tasks

- Attend the General Fair meetings.
- Confer with the Staging Chair, and Signage Chair for booth placement and signage needed to locate and identify the Relief Booth.
- Assign recruited volunteers into 4 shifts over 2 days to provide 15 to 20 minutes of booth relief to artists who request it. Assign volunteers to specific and manageable sections of the Fair to patrol and respond to artists request for service.
- Orient volunteers before each shift, addressing questions, new procedures, assignments, and tasks.
- Provide a Booth Relief sign, and Booth Relief Log to each volunteer and explain its use.
- Set up booth on Friday morning prior to the Fair, which is when all chairs and tables are distributed.
- Arrange for delivery of sufficient water for 4 shifts during the weekend.
- Tabulate relief services provided via submitted Booth Log forms; compare data to prior years to track patterns that might reveal any requisite increase or decrease in service
- Submit final report to Fair Chair in written and electronic copy.
- Submit vouchers (with receipts) for any expenses to the Guild Treasurer.

Revised 6/17/2024