

Signage Committee Chair

The Signage Committee Chair is appointed by the Fair Chair and the Staging Chair, and is part of the Logistics group coordinated by the Staging Chair. The Signage Committee Chair oversees a Committee that maintains a sign inventory, orders new signs through the Museum as needed, oversees installation/removal of the signs needed for the Fair by the employees of the firm retained by the Guild Staging Committee, and arranges for their storage after the Fair.

Tasks

- Coordinates with the tent contractor regarding the hanging and removal of signs by the contractor, and also coordinates with the Fair Chair and Staging Chair to understand sign change needs based on new Fair activities and activity name changes.
- Reports progress and problems to Fair Chair and invites the Fair Chair to strategic committee meetings.
- Attends monthly Fair Committee Chair meetings.
- Helps recruit volunteers as needed (with support from the Volunteer Placement Committee and Corporate Volunteer Placement Committee at monthly Guild meetings.
- Submits names to the Volunteer Placement Chair and/or Corporate Volunteer committee to make badges.
- Submits vendor invoices and/or vouchers with receipts to the Guild Treasurer for payment or reimbursement of Committee expenses.
- Attends the Wrap-Up Meeting after the Fair.
- Submit a Committee Report to the Fair Chair detailing what worked well, what needs improvement, and recommendations for improvement.
- Consult with the Fair Chair and Staging Chair about set up requirements, changing booth locations, and signage needs, and solicits from all Chairs their requests for new or altered signs.
- Maintains an inventory of relevant and usable signs.
- Designs and orders new signs as needed through the Museum.
- Pinpoints the proper locations of signs by using a map of the grounds and photos from previous years.
- Stores signs after the Fairs.