

Staging Committee Chair

The Staging Committee Chair is appointed by the Fair Chair (FC) to coordinate Fair wide Logistics. The Chair and volunteers support the Cultural Performance, food and beverage, artists, non-profits, demonstrators, and all other needed areas.

Tasks:

- **Appoints the following three Chairs for:**
 - **Signs:** This committee updates the master signs list, notes replacement or purchasing needs and sends the list to Museum staff for purchase. They work with the staging company (ProEm) to hang and remove signs requiring a ladder. They place small signs and ones on stands.
 - **Permits:** This committee prepares and submits paperwork for permits for the Fair. It is headed by Museum Security and co-chaired by Staging and Food and Beverage, who provide staff.
 - **Operations Center:** During set-up week and Fair, this is the central point for request and reports progress or problems to FC.
- **Recruits volunteers:**
 - To help Permitting secure and complete forms, submit forms in person, arrange for payment with the Guild Treasurer, follow up to ensure permits are in hand). Museum Security manages all permits, with input and resources from staging,
 - To support Cultural Performance, food and beverage, artists, demonstrators, non-profits and other areas.
 - Selects an experienced staging person for set-up week and the Fair as Operations Center lead and others.
 - To oversee custodial activities during the Fair.
- **Reviews and maps the physical layout of the buildings, booths, and grounds.**
 - Solicits and compiles a list of layout requirements from all Chairs.
 - Meets permit and inspection requirements.
 - Provides layout of tent types, electrical and water outlets, tables; chairs; sound systems, and other equipment.
 - Submits drawings of electrical requirements and locations to Maintenance.
 - Submits small-scale map to FC for the website and Marketing for the Artists List & guest Map.
 - Submits a large-scale Fair map to Museum Security Director for Tent and Fire Safety permits.
 - Submits tent layouts and equipment needs to vendors to ensure understanding, particularly the primary vendor.
 - Orders temporary fencing (if needed), tents, canopies, tables, chairs, umbrellas, stools, ATMs, waste containers, port-o-lets, mobile restroom, lighting tower and other necessary items.
- **Arrange/reminds the Security Chief to:**
 - Arrange for night security and people to staff the First Aid Station.
 - Secure parking for Friday evening and weekend in time for the Fair Brochure. (usually by Oct. 15).
 - Arrange with Museum Comptroller to send Insurance Certificate of Liability to vendors early February.
- **Other:**
 - Submits the list of volunteers to the Volunteer Placement Chair for badges.

- Acknowledges appreciation for the work done by volunteers working on this committee.
- Submits vendor invoices to the Guild Treasurer, and coordinates with the Facilities Manager.
- Submits vouchers with receipts to the Guild Treasurer for reimbursement of Committee expenses.
- At year end, reviews the committee job description posted on the Guild website, updates and sends it to the FC who reviews and forwards it to the President Elect and to webmaster@heardguild.org.
- Attends the post Fair meeting, and emails the Committee Report to the FC for future planning.
- Consults with the FC, Steering Committee and Museum operations for set up requirements and needs.
- Prepares daily timeline for vendor and Guild setup, Museum Maintenance, Custodial, and Security staff.
- Obtains from Museum's Facilities Manager staff needs and permit and inspection requirements.
- Oversees take down after the Fair and the labor force for post-Fair Monday and Tuesday to clean grounds.

Revised 6/24/2024