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**Annual Exhibition 2017**

**Notes for Stewards**

Stewards should represent Chichester Camera Club in a professional, friendly and welcoming manner

Main tasks are to:

* Organise the opening (putting out the banner sign and A boards) and closing of the Exhibition each day
* Set up the PDI programme on the TV monitor as well as the background music at the opening of the Exhibition and make sure all electrical equipment is switched off at the end of each day (including LED lights on Exhibition Panels)
* Meet and greet visitors in a friendly and welcoming manner and deal with enquiries
* Keep a tally of the number of visitors (using the ‘clicker’) and record the total for each stewarding session on the rota form
* Encourage visitors to buy the Exhibition Catalogue (£1.00 each)
* Make visitors aware of the PDI show in the ante-room
* Make visitors aware that refreshments (teas, coffees, cakes) can be purchased
* Deal with enquiries about the Exhibition and about Club activities

(Panel 49 summarises the activities and achievements of Special Interest Groups)

* Encourage visitors to vote for their favourite print and maintain a running tally of votes (voting slips and tally form will be on the stewards table)
* Hand out print purchase forms to visitors interested in buying prints
* Hand out Club Membership Application forms to visitors enquiring about joining
* Collect cash from sales (Exhibition Catalogues, cards and refreshments)

(Money from catalogue sales, kitchen, donations and card sales to be kept in separate boxes)

* Note comments and enquiries in the book provided