

## Job Description

*Updated September 2014*

# Demonstrations Chair

- Coordinate with demonstrators to make sure they have what they need for a successful demo
- Coordinate with Show Furnisings Chair to make sure necessary furniture (ie : tables, pedestals, drop cloths, etc) are ordered from Fairgrounds
- Coordinate with Show Furnishings Chair to make sure sound system requirements and Pipe-and-Drape needs are taken care of.
- Coordinate with Georgies to get clay for demonstrations
- Coordinate with Signage Chair to get all necessary signs for Demo area (ie : large sign for Gallery/entrance, individual signs for each Demo, Thanks sign for supplier that donates clay/materials, etc)
- Set up and tear down the Demo area.
- Facilitate the needs of the demonstrators as they work.
- Refresh the Demo area, time permitting, for each new demonstrator.
- Contact the Flower Club to arrange their demonstration. Order check from Treasurer to pay for the flower materials.
- Create and issue gift certificates for the Flower Club participants.
- Announce demonstrations over the loudspeaker.
- Make available a small array of tools for participants to use
- Coordinate a wheel for demos: from whom and transportation to show & back
- Bring mop, broom, bucket, etc for clean up at the end of show
- Write and send Thank you card for clay donation

For more information click this link to send us an

email : [information@clayfest.org](mailto:information@clayfest.org) **Subject: Demonstration Openings**