

# STEWARDING INSTRUCTIONS **DENBIES**

**15 August – 28 August 2022**

During the Exhibition contact: *[gillian.hein@virginmedia.com](mailto:gillian.hein@virginmedia.com)*

## Stewarding Slots

Daily 9.30-1.30 and 1.30-5.30pm, Sundays 10-1.30 and 1.30-5pm

## Morning Stewards:

Move **Advertising Sandwich Board** from inside the main door to the outside.

Ask for the **Cash Box** at the reception. There should be **£40 in the float**.

On the desk: Folders, NOT the cash box, box and slips for voting

in big box under the table: everything else possibly needed and the cash box.

on table top nearby: Epsom and Ewell leaflet, Visitor's book, Artists' folder

## When a painting from the wall or the browsers is being sold:

1. Please refer to Instructions for the **New Receipt Folder** and fill in the sheet in the folder as instructed.
2. If the buyer pays by credit card, use the **Card Reader – follow instructions**.
3. Now take the **ARTISTS' SUBMISSION FORMS** folder and fill in the sales.
4. Pin the label from the painting onto the cork board, with a **red dot**.
5. For browser sales, write out new label, put a **red dot** on, pin to board.

## When cards are sold:

Write the number of cards sold (eg 1 or 2) against the relevant artist in the appropriate price box on the Daily Sales Form.

## Daily Sales Folder.

At the end of the day, it is easy to total up each line (numbers and price) which can then be written down as a subtotal.

### Daily Sales Form (in Daily Sales Folder)

- For paintings, you only need to fill in the page number and price from the Receipt Folder
- Add up the subtotal for the paintings
- finally, add up the card and painting subtotals, write the final amount in the Total for the Day box and sign.

We do not accept cheques anymore.  
downstairs.

For cash: There is an ATM

Credit Cards : see Instructions for Card Reader

Paintings are taken away at the time of purchase.

In certain circumstances, a deposit of at least 25% may be paid and a return within 2 days with the balance required. Fill in the receipt form, the Submission Form and the deposit form.

Contact the artists either by phone or email (the membership lists are at the back of the folder). They can then decide whether they want it replaced with another picture.

If there is extra information , write it into the Stewarding Messages Notebook.

### At the end of the afternoon stewarding session

- Put all cash, the daily sales form and the pink copy from the receipt folder in the 'DAILY SALES ENVELOPE' with the appropriate date.
- Take the envelope home with you and give it to John Lucking as soon as you can, or deliver it to him at 43 West Hill Avenue, Epsom, mob.07962022230.
- Take the **cash box with a £40 float to the reception** for safe keeping.
- Bring the Advertising Board inside.