

Cobb County Gem & Mineral Society
Show Committee Job Descriptions
February 2016

Dealer Chairman

- Decides which dealers will be invited back to do our show, which is by invitation only.
- Draws floor plan and decides which dealer is in what spot according to how many tables needed.
- Reviews contract and makes any necessary changes. Contracts are then mailed or e-mailed to dealers in February with space number, number of tables and chairs, and amount due. Contract is to be returned with show deposit by June 1st and balance of show fee is to be paid by August 1st. If contracts are not received on time they have to be contacted to see if they still plan to be in our show. Past due notices need to be sent for non-payment of deposits or balances due by specified dates.
- Receives contracts with deposits. Approves contract, copies contract for dealer. Keeps the original, sends approved signed copy of contract back to dealer.
- Checks received are copied and stapled to contract and put in file. List is made of checks received and then checks are given to treasurer.
- Floor plan is submitted to the Fire Marshall for approval. Approved plan is then taken to Civic Center prior to show for their set-up.

- Morning of show set-up have to be at Civic Center at 7:30 to check table set-up and power, to be sure it is set up correctly. Need to re-do tables if not done according to our floor plan.
- Let dealers in building at 10:00am for set-up and show them where their booth is located.
- Check with dealers during the show to see if all is going well.
- Give Show Chairman the number of tables and chairs needed for show. This includes tables and chairs for the demonstrations, classes, exhibits and dealer dinner.
- Be at Civic Center before dealers get there, stay during the show, don't leave until all the dealers are out of the building and security is there to lock up the building. This can be coordinated with Show Chairman. Only one needs to be there.

Show Publicity Chairman

- Receives packet of past advertising. Type article to send to all free advertising that has been done in the past and anything new you can add.
- Have post cards designed and printed to mail out before show.
- Billboards – check to see locations available for rent. Make sure they are in a visible place for all to see. We have been renting 9 a year for the show.
- Check to see what advertising we can get on the computer.

Hospitality Chairman

- In charge of dealer dinner. Pass a list around at club meeting for members to sign up for what they will bring to dinner. Get volunteers to help put out food and serve. Leave left overs for dealers to enjoy. Keep coffee and drinks for the whole show.

Exhibits Chairman

- Pass around sign-up sheet for members to commit to displaying in an exhibit case. This should be started in September, October and if not all filled, again in November. Let the members know they can display things they have found on field trips or their collection or any phase of the hobby.
- Pick up display cases from club house and take to Civic Center. After all cases are filled see that they are all locked. Let members know they cannot be opened until the end of the show. There is no selling from the cases.

Grab Bags Chairman

- Get club members to sew grab bags.
- Buy materials and get members to donate rocks to fill the grab bags. Take these materials to club house to store them until grab bag filling.
- Set up tables and arrange rocks to walk around and fill grab bags, in club house.
- Take grab bags to show.
- Be responsible for money collected and give to treasurer at end of show.

- Pass around sign- up sheet starting in September, October and November if needed, for members to volunteer to work table, will also be signing up people coming in the show for door prizes. Door prize slips will be given to the Show Chairman on a daily basis. Take unsold grab bags back to club house at end of show.

Demonstrations and Classes Chairman

- Will pass around a sign-up sheet, starting at the September, October, and November meetings if necessary. Work times are usually done in Two (2) hour increments. Sign-up sheet will also be passed around at meeting to fill instructors for the classes.

Membership Chairman

- Will be responsible for passing around a sign-up sheet, starting at the September, October, and November meetings for workers at table.
- Will tell people coming into the show what the club is about and sign up new members.
- Will be responsible to collect membership dues from new members and give to Treasurer or Membership Chairman if he is not working the table at that time.

Geode Chairman

- Is responsible for obtaining geodes.
- Is responsible for having a sign-up sheet for members to help sell, crack geodes and collect money.
- Give money to Treasurer if he is not in the booth.

Show Chairman

- Is responsible for finding and renting location for club show.
- Sign contract and fill out all necessary forms with contract.
- Take contract with deposit check to show location.
- Send treasurer invoice at end of show after it has been checked for billing errors.
- Arrange Security (police officers) for show. Contact them after the show for next year security. Follow-up in May to make sure things are taken care of.
- Fill all unfilled sub chair positions.
- Organize all chairs and make sure they know their jobs and everything is running smoothly.
- Hold committee meetings preferable in February, June and October.
- Work very close with dealer chairman prior to contracts being mailed out to dealers, to discuss any changes if needed.
- Collect door prizes or find a volunteer to help.
- Help Dealer Chair check physical set-up and help if needed to move tables according to floor plan.
- Be at Civic Center before dealers arrive, stay during the show, don't leave until all dealers are out of the building and security is there to lock up the building. This can be coordinated with Dealer Chairman. Only one has to be there.
- Make sure the show is running as it should and all jobs are covered.
- Make name tags for the dealers and volunteers. Collect them after the show is over.