

HES Committee Overview

Participants in the CWSG Holiday Exhibition & Sale agree to work before and during the sale in one or more of the following committees. Here is a brief overview of committee functions:

1. BOOKKEEPING: Susan Burpo, 573-445-7348, susanburpo@msn.com

This committee coordinates the HES finances. The Bookkeeping chair collects the inventory lists from each participant, prints the hang tags and price labels, schedules cashiers for the weekend of the sale, and maintains the HES database.

2. PUBLICITY: Linda Coats, 573-445-6118, coatsl@missouri.edu

The Publicity Committee does most of its work prior to the actual sale event. Committee members place ads in print media, submit public service announcements, arrange for the Paul Pepper appearance and on the weekend of the sale, put sale signs out on roads and retrieve after the sale.

3. MAILING: Kandys Bleil, 660-882-2501, kebleil@hotmail.com

The Mailing Committee prints, labels, stamps, and mails the postcards prior to the sale. This includes emailing the postcard to those who have requested electronic notification. Another task that falls under this committee's charge is the door prizes. This committee collects the door prizes, tags and displays them, and enters the door prize information on the HES mailing list.

4. INVENTORY: Debbie Schluckebier, 573-474-6906, dschluck@live.com

The Inventory Committee is in charge of jurying sale items, checking quality and accepting inventory for the sale. This committee organizes the check-in process prior to the sale, evaluating the workmanship, pricing and tagging. The Inventory Committee is also responsible for the staging of inventory prior to moving it to the display floor.

5. DISPLAY: Meg Bartlett, 573-690-5911, kinfolkfiber@gmail.com

The Display Chair prepares a layout/map for placement and space allocation of inventory at the sale and re-works the displays at the end of, or beginning of each sale day to keep the display fresh. This committee coordinates getting the sale equipment and signs to the museum prior to the sale and returns them to storage after the sale. The Display Committee chair acts as the sale's liaison with museum staff during the event.

6. EVENT FACILITATION: Mariea Caruthers, 573-445-5473, grmacrthrs@gmail.com

The Event Facilitation Chair draws up a work sign-up list for demonstrations, sales floor, door prize/greeters, and reception. This committee is responsible for getting the guild's demonstration loom warped and available for the sale. This chair arranges for coverage of the sales floor and guides all workers on their duties while on the floor.

7. MEMBERSHIP: Jean Williams, 573-445-0728, jeanweaves@gmail.com

This committee maintains the contact information for participants and serves as internal public relations for the sale, providing information for the Tie-Up, making necessary announcements at meetings and scheduling meetings for the group.

8. OUTREACH: Paula McFarling 573-874-0982 pmcfarli@mchsi.com

This committee provides information and encouragement for Guild members new to the event and those considering becoming a selling participant. This committee also facilitates meetings throughout the year that support discussion of topics that help participants think about item quality, presentation, labelling, jurying of new items, etc.