

Job Description

Reception Chairperson(s)

1. Obtain the budget amount for the food and for flowers.
2. Select volunteers (some of these can overlap):
 - a. Set-up reception (4 - 5 people)
 - b. Floral Arranger (1 person)
 - c. Clean-up reception (2 – 4 people)
 - d. Bartenders (2 people)
3. Inventory the number of glasses (wine and water), napkins, and plastic d'oeuvres and dessert serving plates that are kept at SRAL studio.
4. SRAL's gold and green tablecloths, which are used for the reception, are stored at the studio. There are also two black tablecloths that can be used for Members Juried Art Competition and Annual Members Show. Note that these black tablecloths are used for the Briggs raffle.
5. Crystal water pitchers are stored at SRAL's kitchen – needed for the Briggs.
6. For the Briggs, consider (but not necessary) passing around a sign-up for people to volunteer to bring dessert bars (approximately 10 - 15 dozen are needed) at the January general and BRIGGade meetings.
 - a. Include phone numbers and e-mail addresses on the sign-up sheet, to be able to remind volunteers the week before the Briggs' reception.
 - b. Send an e-mail the week of the reception reminding people to bring their bar cookies
7. Desserts for the Annual Members' Show and SRAL's Juried Exhibit are taken care of by the reception committee.
8. Purchase enough food and serving equipment for approximately 200-250 people for Briggs and the Members Juried Art Competition, 100 - 150 for the Annual Members' Show:
 - a. Glasses at Costco (\$9.99 for 150)
 - b. Colored plates, napkins at the Party Store in Tucson.
 - c. Gluten free crackers are lowest price at Wal-Mart or Costco
 - d. 1 large veggie trays, 1 fruit tray and 1 fruit salad
 - e. 2 gallon water jugs (plus ice and crystal pitcher) placed at the bar with water glasses. Ice machine in Canoa Hills' kitchen and pitchers. Meat, cheese cubes and slices, 4-5 boxes crackers, 3-4 hummus
 - f. 3 boxes gluten free crackers plus toothpicks
 - g. 13 magnums wine (on sale at Safeway) – **Left over wine from the Briggs' reception is used for the Annual Members' show in March**
 - h. 3 cans mixed nuts (1 large can at Costco)
 - i. Fresh flowers for large table centerpiece
9. It is up to the Reception Chair whether to put the platters together at home or at the facility. One chair from 2018 put all the platters together at the facility. The other 2018 chair prepared the fruit platter at home and the rest at the facility.
10. For the Briggs, contact CPAC's Visual Arts Director the week of the reception to:

- a. Arrange for set-up of the reception food tables and chairs for the reception in the theater lobby and sound system in the gallery.
 - b. Coordinate use of CPACs back storage room off the theater lobby the day of the reception for extra food-storage, set-up space, etc., and the use of the large refrigerator in the gallery closet for storing white wine. All wine should be labelled "SRAL" before storing at CPAC. **If any of CPAC's wine is removed from the refrigerator to make room for SRAL's wine and food, return it to the refrigerator after the reception.**
11. For the Annual Members' Show and SRAL's Juried Exhibit, contact the Canoa Hills or GVR representative (to be determined) at least two weeks before the reception to request set-up and reception food tables. Request use of their kitchen to be used just prior to and during the reception.
 12. Set-up team should arrive around two – three hours before the beginning of the reception.
 13. Put the food out in the reception area **only 10 minutes** before the opening time of the reception. Do not serve any of the wine until the **advertised start time** for the reception.
 14. Items needed for the bar include: wine bottle openers, paper towels, drink napkins and also regular size water and wine glasses.
 15. For the bar at the Briggs' reception, bring a washcloth to wipe off bar top and backside. Also, it helps to cover CPAC's small refrigerators with black tablecloths (located in gallery closet) to avoid "customers" asking whether soda is available for sale at bar.
 16. In addition to the obvious, clean up includes laundering SRAL's tablecloths, wash serving trays, and return remaining glasses/napkins/plates to SRAL's kitchen.