

**ART FAIR SET UP  
WEDNESDAY NIGHT  
April 19, 2017**



**7:00 PM - 9:00 PM**

	<u>NAME</u>	<u>EMAIL</u>	<u>PHONE #</u>
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4	_____	_____	_____
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**FRIDAY  
April 21, 2016**

**11:00 AM - 1:30 PM**

	<u>NAME</u>	<u>EMAIL</u>	<u>PHONE #</u>
1	_____	_____	_____
2	_____	_____	_____

**1:30 PM - 4:00 PM**

	<u>NAME</u>	<u>EMAIL</u>	<u>PHONE #</u>
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2	_____	_____	_____

**ART FAIR CLEAN UP**  
**SUNDAY**  
**April 23, 2017**

ART 2017  
48th Annual Art Fair

**5:00 PM - 6:30 PM**

	<u>NAME</u>	<u>EMAIL</u>	<u>PHONE #</u>
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**SPECIAL  
COORDINATORS**



NAME

EMAIL

PHONE #

**DRINKS STANDS (Get coolers, ice, and buy drinks)**

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**RAFFLE (Set up raffle table, collect items from artists)**

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**PUBLICITY (Reach out to media)**

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**OVERNIGHT SECURITY**

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**ART FAIR OFFICE**  
**SATURDAY**  
**April 22, 2017**

ART 2017  
48th Annual Art Fair

NAME

EMAIL

PHONE #

9:45 AM - 12:30 PM

12:30 PM - 3:30 PM

3:30 PM - 6:00 PM

**SUNDAY**

**April 23, 2017**

NAME

EMAIL

PHONE #

10:45 AM - 2:30 PM

2:30 PM - 5:00 PM

**ART SALES  
SATURDAY  
April 22, 2017**

ART 2017  
48th Annual Art Fair

**9:45 AM - 12:00 PM**

	<u>NAME</u>	<u>EMAIL</u>	<u>PHONE #</u>
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**11:45 AM - 2:00 PM**

	<u>NAME</u>	<u>EMAIL</u>	<u>PHONE #</u>
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**ART SALES  
SATURDAY  
April 22, 2017**

ART 2017  
48th Annual Art Fair

**1:45 PM - 4:00 PM**

	<u>NAME</u>	<u>EMAIL</u>	<u>PHONE #</u>
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**3:45 PM - 6:00 PM**

	<u>NAME</u>	<u>EMAIL</u>	<u>PHONE #</u>
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**ART SALES  
SUNDAY  
April 23, 2017**

ART 2017  
48th Annual Art Fair

**10:45 AM - 1:00 PM**

	<u>NAME</u>	<u>EMAIL</u>	<u>PHONE #</u>
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**12:45 PM - 3:00 PM**

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**ART SALES  
SUNDAY  
April 23, 2017**

ART 2017  
48th Annual Art Fair

**2:45 PM - 5:00 PM**

	<u>NAME</u>	<u>EMAIL</u>	<u>PHONE #</u>
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**DRINK STAND  
SATURDAY  
April 22, 2017**



**NAME**

**EMAIL**

**PHONE #**

**9:45 AM - 12:00 PM**

**11:45 AM - 2:00 PM**

**1:45 PM - 4:00 PM**

**3:45 PM - 6:00 PM**

**SUNDAY**

**April 23, 2017**

**NAME**

**EMAIL**

**PHONE #**

**10:45 AM - 1:00 PM**

**12:45 PM - 3:00 PM**

**2:45 PM - 5:00 PM**

**ARTIST LIASONS  
FRIDAY NIGHT  
April 21, 2016**

ART 2017  
48th Annual Art Fair

NAME

EMAIL

PHONE #

4:45 PM - 7:30 PM

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7:15 PM - 10:00 PM

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**SATURDAY MORNING  
April 22, 2017**

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EMAIL

PHONE #

7:45 AM - 10:00 AM

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**GREETERS  
SATURDAY  
April 22, 2017**

ART 2017  
48th Annual Art Fair

**9:45 AM - 12:00 PM**

**NAME**

**EMAIL**

**PHONE #**

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**11:45 AM - 2:00 PM**

**NAME**

**EMAIL**

**PHONE #**

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**1:45 PM - 4:00 PM**

**NAME**

**EMAIL**

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**3:45 PM - 6:00 PM**

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**GREETERS  
SUNDAY  
April 23, 2017**

ART 2017  
48th Annual Art Fair

**10:45 AM - 1:00 PM**

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**12:45 PM - 3:00 PM**

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**2:45 PM - 5:00 PM**

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**CASHIERS**  
**SATURDAY**  
**April 22, 2017**

ART 2017  
48th Annual Art Fair

**9:45 AM - 1:00 PM**

**NAME**

**EMAIL**

**PHONE #**

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**12:45 PM - 3:30 PM**

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**3:15 PM - 6:00 PM**

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**EMAIL**

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**CASHIERS**  
**SUNDAY**  
**April 23, 2017**

ART 2017  
48th Annual Art Fair

**10:45 AM - 2:00 PM**

**NAME**

**EMAIL**

**PHONE #**

HR	_____	_____	_____
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**1:45 PM - 5:00 PM**

**NAME**

**EMAIL**

**PHONE #**

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**RAFFLE SALES  
SATURDAY  
April 22, 2017**



**9:45 AM - 12:00 PM**

**NAME**

**EMAIL**

**PHONE #**

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**11:45 AM - 2:00 PM**

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**1:45 PM - 4:00 PM**

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**3:45 PM - 6:00 PM**

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**RAFFLE TICKETS**  
**SUNDAY**  
**April 23, 2017**

ART 2017  
48th Annual Art Fair

**10:45 AM - 1:00 PM**

**NAME**

**EMAIL**

**PHONE #**

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**12:45 PM - 3:00 PM**

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**2:45 PM - 5:00 PM**

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