

SESSION MANAGER'S HANDBOOK 2011

Before Each Session

- Arrive 30 minutes early, turn on lights and adjust heat or AC.
- Set up music if desired.
- Prepare session sign in sheet.
- Make coffee if desired – (general recipe - 1 heaping tsp per cup).
- Check fridge is stocked with concession items such as pop, juice and water.
- Organize drawing horses in a circle, do a quick tidy up including putting away any dishes drying in the rack. Ensure paper towel is set out for use around kitchen sinks.
- Check washroom is presentable with toilet paper and paper towels set out.
- Greet model, ensure they are comfortable and know the session format.
- Set up portable heaters for the model as required.
- Arrange cloth on model stage if necessary and set up stage lights.
- Orientate newcomers to session and sign in protocol.

During The Session

- Time the model if they do not want to do it themselves.
- Only the session manager should direct the model.
- Record ticket numbers when selling books of tickets. Example 45676-45680 for a series of five tickets.
- When selling memberships fill out forms and give tear off card to new members.
- Record pass card number for 30 Day Pass cards sold.
- Check if everyone has paid and signed in (count the number of people against those signed in ensuring intelligibly of names).
- Reconcile sign in/session sheets by tallying up sales of sessions by member drop in, non member drop in, tickets and 30 Day Passes, concession items, newsprint, memberships, tickets and pass cards. Count session drop in money, tickets and record in the appropriate spaces on the session sheet. Place money, tickets and any membership forms sold with session sheet into plastic baggy and put into the lock box in the storage room.

Reminders for Participants and Members

- Remind participants to tip the model.
- Remind participants to clean up after themselves, the space around their workstations and coffee cups.
- Inform participants of upcoming exhibitions and openings, submission procedures and contacts for proposed exhibitions.
- Remind participants to put their name and date on their stored art. All pieces are regularly checked. Pieces considered abandoned will be discarded.

End of the Session – *feel free to ask members for help*

- Thank and pay the model. A cheque is located in the session folder with the session day printed on the front in the black filing cabinet in the storage area. Remind models to sign their cheque. Don't forget to give them the tips collected.
- Ensure petty cash drawer is locked.
- Perform a general tidy up: sweep the floor and arrange the horses in a circle, turn off and clean coffee machine and wash any dirty dishes and leave in rack to dry.
- Take out the trash and recycling if full, ensure back door is locked.
- Ensure all electrical equipment is either turned off or unplugged: heaters, coffee pot, kettle and stereo.
- Turn off all studio lights, leave front gallery lights on
- Lock grate and front door - Have a great day!

EMERGENCY PROCEDURES: emergency contact 911

Session Managers: Ensure access to back door for quick exit during sessions and door is unlocked.

In case of emergency requiring exodus from the building, the session manager is required to:

1. Maintain calm and order and announce to everyone to quickly gather up their things and exit out onto Main Street.

2. The session manager will be the last person out ensuring the model has been looked after and everyone has left the building.
3. Before leaving ensure all electrical appliances are turned off or unplugged such as heaters, coffee maker, tea kettle, stereo, lights and doors are secure.
4. In case of fire alarm the session manager may have to stay until the fire department shows up to assist; e.g.. gaining access to the building.
5. Once the fire department has given the all clear to re-enter the building the session manager can finish off any loose ends such as putting any money away that may have been left out, tabulating the books etc.
6. Assure all artists who have paid that they have a free session coming to them to compensate for the disruption and or their monies for this session can be returned.
7. If the model could not be paid assure them that arrangements will be made to get their cheque and tips to them.
8. **Contact the President Doug Smardon and inform him of what happened.**

CONTACTS

President and emergencies: Douglas Smardon; doug@lifedrawing.org; 604-240-5159, 604-240-5159

Vice President and studio rentals: Randal Cullen; randal@lifedrawing.org

Model Coordinator: replacements, cancellations and recommendations for models:

Alain Boullard; alainboullard@shaw.ca; 778-866-9335

Gallery Coordinator: Tony Chu; tony@lifedrawing.org

Basic Inquiry Web Site: www.lifedrawing.org