



# Ottawa Lapsmith & Mineral Club

## **OLMC CALL FOR VOLUNTEERS**

We are currently looking for volunteers to help out for the following tasks/positions at our annual gem show on Sept 21 & 22, 2014. Both members and non-members are welcome to sign up.

### **Set up and closing (heavy work and long hours)**

Both guys and gals needed. Set up lasts all day Friday (Sept 19, 2014) prior to the show and closing is Sunday evening (Sept 21, 2014) from 5:00 p.m. until approximately 8:00 p.m.

This entails:

- Setting up tables and chairs according to the Dealer Chair's plans
- Setting up upright posts and horizontal bars for the dealers' name signs - a very long job!
- Directing traffic of dealers' vans inside the arena
- Setting up tables and drapes for Club areas i.e. Entrance tables, Membership tables, Demonstrations area
- Show Display Cases, Club Sales Table
- Setting up the Club Display cases it is at least a 3 hour job and usually starts about 4 p.m. About 4 people are needed for this job at any one time.
- Security at the loading doors during set up and closing

### **Helpers during the Show hours.**

Volunteers usually work two hour shifts. People can do as many shifts as they like but usually take time to visit the show in between shifts. For example, four people are need at all times at the Entrance to sell tickets. That is 16 volunteers per day for the Entrance alone! Shifts are 10 a.m. - 12, 12 p.m. - 2 p.m., 2 p.m. - 4 p.m., 4 p.m. - 6 p.m. Volunteers are needed for the following areas:

- Entrance tables
- Membership tables
- Demonstrations area
- Children's Activities area

### **Other areas**

Club Sales tables, always two people on at any one time. That is 8 volunteers per day.

### **Security**

It is an important job. We supply Club members in Club Shirts to assist the paid Security.

### **Volunteer sign up night**

Thursday, September 11th at our workshop on 1000 Brookfield Street, Ottawa ON. All Club members should be prepared to help in some capacity.

Anyone who would like to volunteer in advance of the Show Meeting on September 12th can contact any one of the people below directly:

Rita Hudec, Entrance Admission: [treasurer@olmc.ca](mailto:treasurer@olmc.ca)

Judy Courteau, Club Demonstration Tables: [sec@olmc.ca](mailto:sec@olmc.ca)

Jean-Guy Bradette, Children's Activities: [workshop@olmc.ca](mailto:workshop@olmc.ca)

Natalie Bourget, Membership Table: [memberchair@olmc.ca](mailto:memberchair@olmc.ca)

Eric Clara, Show Chair Volunteer questions: [showchair@olmc.ca](mailto:showchair@olmc.ca)

Jean-Guy Bradette, Assistant Show Chair & Door Prizes Volunteers: [jbradette@rogers.com](mailto:jbradette@rogers.com)

Calvin Jones, Logistics & Show Set-Up: [dealerchair@olmc.ca](mailto:dealerchair@olmc.ca)

Karl Schutt, Club Display Cases: [karl.schutt@sympatico.ca](mailto:karl.schutt@sympatico.ca)