

Sales Co-ordinator Team

Tasks:

- Arrange with the President for the Sale Meeting to take place prior to the General Meeting for all sale participants (this generally takes place in September for the Fall Sale and in February for the Spring Sale).
- Ask the Class Co-ordinator to notify class teachers to book kilns for their class firings.
- Reserve all electric kilns on the calendar for the six weeks prior to the sale.
- Retain a copy of the Guild Insurance for the sale (provided by the Treasurer).
 - Note: this must be displayed at the sale.
- Confirm that the **Sale Registration Form** and the **Volunteer Registration Form** on KPG website are up to date and functioning.
- Invite members to sign up to participate in the sale or to be a volunteer.
- Assign Potters numbers (Current List is in the Binder & on the KPG Website).
- Arrange to have any new sale participants juried.
 - **Ensure that first and second time participants have all pottery juried at time of sale check in.**
- Organize a group email list for sale participants.
- Send out group email requesting the following:
 - Any shifts that they are **unavailable** to work during the sale,
 - NOTE: Once the work schedule has been sent out the sale participants are responsible for changing any shifts and must notify the co-ordinators of any changes.
 - Their preferred Check In time (i.e. Wednesday afternoon, Thursday morning), and
 - The date and time of the Sale Meeting.
 - If unable to attend the meeting participants must notify the coordinators in advance to have their table and kiln times booked for them.
- Create the work schedule.
- Set up a time to demonstrate how to label pots and how to complete the Inventory Sheet, for new sale participants or anyone wanting a refresher.
- Contact the other team leads to confirm if there are any challenges or questions and that all is on schedule.

- Attend the General Sale Meeting where participants will:
 - Choose their kiln firing times, (2 firings maximum per participant)
 - Make their table selection, and
 - Have the opportunity to meet with their sale team to discuss job distribution etc., i.e: Money Management, Logistics, Sales Co-ordinator, or Publicity.
- During the sale post the following items:
 - The Work Schedule
 - Potters Numbers
 - Participant Contact Information
 - Proof of Insurance
 - Set up Schedule
 - Copy of Floor Plan
- Have extra Inventory Sheets available for check-ins.
- Book the Malting Tower or Rehearsal Hall for the next sale and confirm with Treasurer that it is paid for.
 - **Sale dates:** these dates have been placed on hold through the Tett Centre, they need to be confirmed and paid for:
 - 2025 Spring Sale — KPG in the Rehearsal Hall on Tuesday, April 29 - Monday, May 5, 2025.
 - 2025 Holiday Sale — KPG in the Malting Tower on Tuesday, November 25 to Monday, December 1, 2025.
 - 2026 Spring Sale — KPG in the Rehearsal Hall on Tuesday, April 28 - Monday, May 4, 2026.
 - 2026 Holiday Sale — KPG in the Malting Tower on Tuesday, November 24 - Monday, November 30, 2026.