

Dear FAA members,

Paul & Tina Guarino have graciously taken charge of the Fall Show Committee and are busily moving ahead with plans for the show which will be held on the weekend of Nov. 7-8th. **But they need your help!** Below is Paul's notes regarding initial show planning.

**Dates for the fall show are Nov. 7-8**

- Location: Haywood Manor in Franklin
- Friday set up: Nov. 7<sup>th</sup> Time TBD
- Saturday show: 11-9pm (final show hours TBD)
- Show may begin at 11am but the Gala event may just be 6-9pm
- The Gala event would include Music, Food, and art exhibits
- Breakdown starts Sat eve. at 9pm and ends Sunday by 10am sharp
- Use of extra space on first level was approved by FAA board

**Next steps:** Assign committee/leads...

- 2 Tuesday eve. meetings in Aug. at Chairpersons' home; Paul & Tina Guarino (508-541-4685):
  - **Tue. Aug. 12, @ 7pm at Paul and Tina's home: 75 Jefferson Road, Franklin**
  - **Tue. Aug. 26 @ 7pm at Paul and Tina's home:**

These are very important! Paul & Tina can not put this show together on their own (nor should they be expected to!) Please consider participating somehow in one of the committees/jobs below and contact Paul or Tina before the first meeting Tue. Aug. 12.

Paul's email: [pauljm1@comcast.net](mailto:pauljm1@comcast.net), Tina's email:

[guarino@franklin.k12.ma.us](mailto:guarino@franklin.k12.ma.us),

**Paul & Tina's home phone #: 508-541-4685**

Aug. Meeting agendas:

- Set up additional meetings prior to show: 2 in Sept and 2 in Oct.
- Personal invites to key town officials of Franklin
- Theme – Autumn?
- Raffle donations; obtain permit
- Flyer design for show- mailing strategy

**Assignments/Committee: we will need volunteers for the events listed below:**

People can sign up for multiple tasks. Someone with tradeshow experience would be great along with one or two other marketing and or Public relations volunteer

- Panels: Brenda Hutchison? : develop plan/order/placeholder via Greenwater publishing ; Deliver and pick up times TBD
- Layout design for all available space
- Lighting : (rental of battery operated lights) in lieu of Extension cords
- Raffle
- Show supplies: Dick Fotland ?
- Silent Auction: 5 X 7 Sue Sheridan?
- Print and design/labels
- Indoor signing
- Outdoor signs for Lawns: Outdoor sign near the Rome rest.
- PR, E commerce, local PSA, cable TV, print etc. – press contacts
- Marketing, Flyer, post cards,
- Sponsors for awards: Best of show, first place awards by media. See panel sponsors
- Finance
- Checking in/out
- Hanging
- Awards (Categories)
- Food
- Greeter Table
- Music : book : check out Live Demo
- Art organizations; mailing to other associations
- Assign judge
- Floral detail
- (New) School liaison-communication – students and teachers

Thank you in advance for helping Paul & Tina to make our Fall Show a success!

~Hannah Close, FAA Corresponding Secretary