

Reception Committee

1. Review yearly exhibit calendar so the committee is aware of receptions or other events that require food and beverages. PAL provides tables, tablecloth(s), paper goods, drinks, ice and sets up the reception area.
2. If it is an opening reception for “Featured Artist” call and confirm date & time with artist. Inform artist, what they are responsible to bring. (approx. 6-8 weeks before).
 - a. Call 2 weeks before reception just to check in with artist
 - b. Call 1 week before to insure everything is going as planned.
3. Confirm with team members who will set up, host & clean up (it does not have to be the same person).
 - a. 2 weeks prior to reception check supplies that PAL contributes to the reception. Pick up needed supplies; submit a reimbursement form with receipt to treasurer for re-payment.
 - b. Have hosting person remind visitors to sign visitor’s logbook.