

PITT BUILDING EXHIBITION 2018

HELPING SET UP

Please complete the form **on your screen**, then **save** it in a PDF format and attach it in an email to steve1.ashman@ntlworld.com If this presents difficulties you may of course print it and send it by post. Thank you.

Early return of this form will be greatly appreciated.

YOUR NAME	Telephone Number

SETTING UP and DISMANTLING - MANY VOLUNTEERS ARE NEEDED.

Please put an X in the box for your preferred session(s)

Dates in 2018	Time	Task	
Tuesday 10th April	08:00 - 10.30	Screen Assembly (Darwin)	<input type="checkbox"/>
	10.30 - 12.30	Car Park Marshalling	<input type="checkbox"/>
	10.30 – 12.30	Hand-in (morning session)	<input type="checkbox"/>
	6.00 – 8.00	Car Park Marshalling	<input type="checkbox"/>
	6.00 - 8.00	Hand-in (evening session)	<input type="checkbox"/>

Parking information will be notified two weeks prior to the Exhibition

Many helpers are needed on both WEDNESDAY and THURSDAY

Wednesday 11th April	9.00 - 12.30	Portering on selection day	<input type="checkbox"/>
	1.30 - 4.00	Portering on selection day	<input type="checkbox"/>
	4.30 - 6.00	Screen Assembly (Newton)	<input type="checkbox"/>
Thursday 12th April	9.00 - 12.30	Hanging	<input type="checkbox"/>
	1.30 - 4.00	Hanging	<input type="checkbox"/>
	4.00 - 6.00	Returning unhung work	<input type="checkbox"/>
	4.00 - 6.00	Car Park Marshalling	<input type="checkbox"/>
	4.30 - 7.00	Numbering works for catalogue	<input type="checkbox"/>
Friday 13th April	9.00 - 12.00	Placing exhibition labels	<input type="checkbox"/>
Saturday 14th April	9.00 - 12.00	Distribute Public Invites to hotels	<input type="checkbox"/>
Saturday 21st April	4.00 - 6.30	Taking down exhibits & Dismantling screens	<input type="checkbox"/>
	5.00 - 6.30	Returning exhibits	<input type="checkbox"/>
Monday 23rd April	8.30 - 9.30	Load Screens into van	<input type="checkbox"/>

Email <steve1.ashman@ntlworld.com> or **Send the form by post to:**

Steve Ashman, 315, High Street, Cottenham, Cambs. CB24 8TX

Additional Comments

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INVIGILATION

Many invigilators are also required; at least three members at all times

Four invigilators are needed at the **Private View** on **Friday 13th April**

Public opening - **Sat 14th - Sat 21st April** (Sun included) from 10.00am – 5.30pm

Please offer to do at least one session.

YOUR NAME

Date & Time	Put an X in preferred session	Date & Time	Put an X in preferred session
Fri 13th April		Wed 18th April	
5.00 - 6.30		10.00 -12.30	
6.30 - 7.15		12.30 - 3.00	
7.15 - 8.00		3.00 - 5.30	
Sat 14th April		Thurs 19th April	
10.00 -12.30		10.00 -12.30	
12.30 - 3.00		12.30 - 3.00	
3.00 - 5.30		3.00 - 5.30	
Sun 15th April		Fri 20th April	
10.00 -12.30		10.00 -12.30	
12.30 - 3.00		12.30 - 3.00	
3.00 - 5.30		3.00 - 5.30	
Mon 16th April		Sat 21st April	
10.00 -12.30		10.00 - 1.00	
12.30 - 3.00		1.00 - 4.00	
3.00 - 5.30			
Tues 17th April			
10.00 -12.30			
12.30 - 3.00			
3.00 - 5.30			

The Secretary will confirm dates and times as soon as possible

Additional comments
