

PITT BUILDING EXHIBITION 2019

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 2019	Time	Task	
Tuesday 19th March	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 one week prior to the Exhibition

Many helpers are needed on both WEDNESDAY and THURSDAY

Wednesday 20th March	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 21st March	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 22nd March	9.00 - 12.00	Placing exhibition labels	<input type="checkbox"/>
Saturday 23rd March	9.00 - 12.00	Distribute Public Invites to hotels	<input type="checkbox"/>
Saturday 30th March	4.00 - 5.00	Taking down exhibits	<input type="checkbox"/>
	4.00 - 6.30	Dismantling screens	<input type="checkbox"/>
	5.00 - 6.30	Returning exhibits	<input type="checkbox"/>
Monday 1st 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 22nd March**

Public opening - **Sat 23rd - Sat 30th March** (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 22nd March		Wed 27th March	
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 23rd March		Thurs 28th March	
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 24th March		Fri 29th March	
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 25th March		Sat 30th March	
10.00 -12.30		10.00 - 1.00	
12.30 - 3.00		1.00 - 4.00	
3.00 - 5.30			
Tues 26th March			
10.00 -12.30			
12.30 - 3.00			
3.00 - 5.30			

The Secretary will confirm dates and times as soon as possible after the submissions deadline has passed.

Additional comments