

## New Member Introduction to AWG Procedures

- \_\_\_\_\_ Work Schedule
- \_\_\_\_\_ Daily work log, and duties - (review sign off procedures)
- \_\_\_\_\_ Visitors log - (entering visitors in the daily and summary log)
- \_\_\_\_\_ Cash box storage, code, key,
- \_\_\_\_\_ Lights (Location of switches)
- \_\_\_\_\_ Position Assignments - (interpreting the monthly panel chart)
- \_\_\_\_\_ Making and printing labels - (Use of computer to print labels)
- \_\_\_\_\_ Pasting and displaying labels by art work - (Labels for front and back of art work)
- \_\_\_\_\_ Curator requirement, How to display artwork. (instruction by Michael Preble)
- \_\_\_\_\_ Brochure and greeting card holders -
- \_\_\_\_\_ Clearing Sidewalk with blower and charging battery
- \_\_\_\_\_ Security system and cameras - (review of security cameras. Instruction by Jim Reimeer)
- \_\_\_\_\_ Thermostat Operation
- \_\_\_\_\_ Identify location of grid hangers, ladders - (Where to obtain grid hangers)
- \_\_\_\_\_ Featured Artist - (Explain the featured artist program)
- \_\_\_\_\_ Change out requirements, when and how
- \_\_\_\_\_ Coffee maker, refrigerator, microwave
- \_\_\_\_\_ Greeting customers - (How do we greet customers)
- \_\_\_\_\_ Filling out sales slip
- \_\_\_\_\_ Operation of Credit Card Charge machine, including changing paper
- \_\_\_\_\_ Wrapping sold items - (How it's done and where to find bags)
- \_\_\_\_\_ Notifying Artists of sales
- \_\_\_\_\_ Making next day reminder calls - (Checking the AWG calendar)
- \_\_\_\_\_ Reviewing and initialing the daily duty sheet at the beginning and end of the shift.
- \_\_\_\_\_ Information needed to get artists page/slide show setup on AWG web site.
- \_\_\_\_\_ Printing forms from AWG website when run out (e.g., daily visitor log, etc.)