

La Jolla Art Association, The LJAA Gallery

8100 Paseo del Ocaso, Suite B, La Jolla, CA 92037

858.459.1196 www.lajollaart.org

Gallery Director, Mike Morse 858.449.2405

revised 5/19/09

Day of Week: _____ **Date:** _____ **Name:** _____

Hours (from to): _____ (**2nd shift Name:** _____ **Hours:** _____)

Opening the Gallery checklist:

- ___ Alarm system turned OFF
- ___ Inside Lights turned ON
- ___ Outside Light turned OFF
- ___ Sign in window turned to read OPEN
- ___ Take the sandwich board to the outside
- ___ A/C or heat turned on as needed
- ___ Wear name tag
- ___ Next staff person CALLED
- ___ Review sales and other procedures (CA Sales Tax 8.7500%)
- ___ Distribute mail in the desk drawer
- ___ Your name, date, hours on this sheet
- ___ Sweep, dust and/or mop as needed
- ___ Fix or toss flowers from receptions

Closing the Gallery checklist:

- ___ All sales recorded and receipts in security box in the desk drawer
- ___ Trash emptied in container at the patio
- ___ Raise A/C or heat down or off
- ___ Retrieve sandwich board back from outside
- ___ Turn window sign to CLOSED and set clock hands to opening hour (11:00)
- ___ Close and lock back door and all windows
- ___ Inside lights OFF, outside light ON
- ___ Bring in sandwich board
- ___ Get a key from key box and front door closed
- ___ Alarm system activated
- ___ Front door locked and TESTED. Secure door gate and lock. Put a key back in the key box.

Answer the Phone with: “La Jolla Art Association, this is (your name). How may I help you?”

Please keep our gallery looking clean and professional. Use vacuum cleaner, broom or cleaning mops or rags in the utility closet if necessary. Cleanup spots and spills on floor as needed. Avoid taping messages or announcements on the door or other surfaces. Cleaning supplies are in the cabinets in the bathroom. Call Mike if we need supplies (particularly toilet paper.)

On Sundays, the plants in the front of the gallery need to be watered. There is a watering can and hose under the utility sink. Clean up spills from the floor.

Notes for the day and comments for the Gallery Director:

Number of visitors: _____

How did they learn about LJAA? This show? _____
Newspaper? Which one? _____
Postcard from artists? _____
Other? _____

Other Comments:

