SAA Meeting with Beth Hallmark for Open House

April 3, 2017 4:00 p.m.

Tabling

 Signs, info from past events

 Posters from the 90s

 Board members to answer questions

 Overview

Space

 6’ table

 Couple of chairs

 Easell with backing

 Bring in inventory to Beth

 Electrical needs? Let know two weeks before

 First floor-Tour

 Two at a time

 1 to 4 → shifts

Target

 Current and prospective members/students

 Beth will ask if items can be for sale

Square for payments?--> discuss more

Volunteers

 SAA will send out an email May 5 1-4

Posters

 Framed Poster

 2 easels w/o backing

 1 easel w/ backing

 Balancing Power poster

 Archives worth fighting for- Archives week 1999 with easel and backing → 17 ½ in X 24in

 Small Archives week 2003

 Archives Week 2000- With easel and backing

 Screen Print

Women’s March Signs