

2014

SATURDAY OCTOBER 4

24 HOUR COMICS DAY

Setting Up

Here are some things you can do in advance of 24-Hour Comics Day to make the day go easily for everyone.

Space: Have table space ready for your participants. The amount required will depend, of course, on the number of people that show up. Have contingency plans in place should the number of attendees exceed the space available.

If you have empty spaces in your complex, especially if such space is close by, talk to your landlord and see if you can make use of it. If you can do so, consider that you will need to have employees check on the people working there from time to time and that you need tables and chairs for them as well. For your peace of mind, talk to your insurance agent and make sure that your insurance will cover the additional space.

Schedule: You will need to have employees, or, if you're an organization or student group, volunteers, on hand at all times. Work out a schedule in advance, keeping in mind that you will also need to have well-rested employees available for working the day after the event.

Many stores will start their event during the late morning or early afternoon so as to maximize the number of regular hours that their employees are already covering. Almost every store owner will need to make sure that they have an employee (or themselves) available for late night hours.

Food: Set up food and beverages away from the main work area. It will give people an excuse to take a break to get a snack, and pacing is important. A spilled beverage on a work surface can ruin a lot of work. Discourage your participants from taking food and beverages to the work areas.

Try to avoid snacks that have a strong smell or leave a residue on the hands if possible. A supply of mints is a good idea as well if you are going to have many people in close quarters for an extended period of time. Make sure that your employees keep the food and beverage areas clean and empty the trash several times during the evening.

Emergency Plan: Make sure that you have made plans for various emergencies that might occur during the late hours and ensure that all your employees know how to deal with them. Make sure that emergency services phone numbers, as well as general store contact information is available.

Last minute checklist:

- Make sure you have arranged to have enough food and drinks on hand.
- Locate the nearest 24 hour convenience store or supermarket, have take-out menus from restaurants on hand.
- Make certain you have a phone number to use for emergencies.
- Be sure your venue is ready to go: have enough tables, chairs, pencil sharpeners, toilet paper, etc., to go around.
- Find and post the phone number of a local taxi service so that tired artists can get home safely.
- Make sure to have enough copies of the ComicsPRO release form, the 24HCD Collection cover letter and your own sign-up sheet.
- Don't forget to put up signs to thank your local sponsors, flyers for future events, and advertisements for store promotions and sales!