**Wallingford Historic Preservation Trust**

**VOLUNTEER TASKS TO BE ACCOMPLISHED FROM 9AM TO 12 NOON ON: OCTOBER 30, 31, NOVEMBER 1 AND NOVEMBER 7, 2015.**

Created by Richard Straub, WHPT

October 29, 2015

**Tidy up closet space in basement that contains glass shelving.  Vacuum/sweep; reorganize space in order to store more "stuff" there.**

**Clear basement space of clutter.  Move extra benches to outer area; re-align file cabinets.**

**Move all Plexiglas display racks to outer area.  Remove all ornaments to rear area being sure that they are separate and accurately labeled.**

**Remove these selected ornaments upstairs to north parlor:  Holy Trinity School, First Congregational Church,   other?**

**Gather and review photos, pictures, mirrors, maps, etc.  Do a plan to display/hang appropriate material.  Collect remainder for other possible use.**

**Move bed frame and a few other items to attic for future use.**

**Clean scale model of Yale House done by Jeff Bradley.  Display with signage.**

**Vacuum and Windex glass display cases for use as places to display silver items (from table in kitchen).**

**Clean up and find display space for rounded wood and glass showcase (currently in basement) with intent of storing dinnerware in it.  Find floor space or storage space for bric-a-brac piece (currently in kitchen).**

**Once silver from kitchen in display case sort, store, or clear out other items.**

**Clean up folding chairs for use at Nov. 8th antiques appraisal event.**

**Clear servants' staircase of any clutter.**

**Assist with "Antiques Appraisal" event on Sunday November 8th 2pm to 5pm.**

**Plan sequence flow and volunteer assignments for appraisal event.**

**Secure beverage (cider/tea/coffee), heat pad protector, snacks (cookies, doughnuts, other), cups, napkins for November 8th antiques appraisal event.**

**Assist with "Open House" on Saturday, November 7th from 2-4pm.**

**Vacuum rooms and basement. Clean windows and sills of dust and cobwebs.**

**ONGOING LONG TERM PROJECTS TO BEGIN AFTER NOVEMBER 9.**

**Polish silver.  Clean windows.  Vacuum.  Dust.**

**Scrape, sand, prime, seal, finish-coat porch columns (one completed, 4 to do)**

**Help sand and re-paint wrought iron porch fence.**

**Help sand prime and finish coat front and side porches.**

**Work individually or in tandem to make event signs events like "antiques appraisal", "open house", etc.**

**Work on committee to assist cataloging of items in the Johnson House/Silver Museum.**

**Work as individual or in tandem to write timely news releases or news for area papers, website, Facebook.**

**Work on a committee to create a plan for an herb garden at either or both properties owned by WHPT for presentation to Board.**

**Train to be house guide/docent.**

**Participate in fund-raising brainstorming session.**

**Plan and oversee a fund raising event.**

**Plan a Christmas or other occasion "open house" event.**

**Help clean out debris in and around the "privy".**

**Help clear backyard of weeds, saplings and other overgrowth in time for Spring event(s).**