

Bookstore

Music
Task
Ventellat

Aline

1. Selecting + ordering books + records about Arms and/or by Arms, in both English + Armenian. (This includes looking through new pub. catalogues + books + newspapers + watching for "new editions" by well-known authors. Also, checking periodically for "discount" sales from stores such as "Strand" on Broadway.
2. Sales - over the counter - on a 1-1 basis @ customer
3. Accounting (attachment)
4. Inventory (attachment) (A) Inv. Control (B) Inventory - Computer.
5. Displays: Should be changed periodically ~~at~~ ^{especially} @ certain seasons: i.e. Xmas; Easter; 24 April; Vardanants; Cult. Month; etc
6. Projects for increased sales: (A) Bookfairs; (B) Festivals (C) Bazaar ^{Recept} etc
7. Catalogues / Brochures / Bema - P.R. // Divoc periodical i.e. A.G.O.A. SR + JR newsletters; An Zartee; DRE Sunrise etc;
3. notices for parish newsletters (B) Publishers cooperative advertising plan
8. Tapes + Records ^{+ Video} from all over the World (also PRo Musica) etc
9. Music printed - Federal grants to religious institutions i.e. \$1000 yearly for music sheets to any non-profit choir rendering public service

Bookstore - Cont

Dictionary

9. Publications - profit producing, ie. (A) Cookbook (B) Out of print books (if copyright can be obtained) ie. 40 days promoted with special campaign toward mailing several copies to each Arm family + to be given to friends @ Christmas (English)
10. Hours of Bookstore: special events: ✓
11. Storage: Space/mobility/shelving/cataloguing/temperature
12. Museum Reproductions: varied selection of art, artifacts, jewellery, posters, etc.
13. Gifts: Toys; Baptism/Weddings/ ✓
14. Food: Cookies/Candies/Jams/sarma/etc. (freezer) small
15. Wrapping - mailing of books + gifts - labour
" " " " " " - Paper, ribbon, bags, etc
16. Logs (?) ✓
17. Evenings with distinguished authors; ie. "Cola Wars"
Michael Arlen, (esp. for new publications)
18. Procedure with visitors
19. Exclusive for Bookstore - Addresses + mailing lists

23. Parish Liaison : 1. for orders
2. for permanent, booth
stalls in parishes
3. Discounts.
24. Discounts
25. Correspondence : 1. Armenian
2. English
26. Typing 1. Letters
2. Labels.
27. Telephone
28. MasterCard/Visa, A Express
29. Weekly Sales Reports
Monthly Dept Reports.
30. Purpose: