

MEMBERS' SHOW TASKS SHOW DATES vary from the show starting in Oct, Nov, or Dec

For now, we're just asking if you're generally willing to help. Before the show, you'll receive a schedule of specific dates and times to choose from.

TASKS to choose from: approximate time unless indicated as (actual).

EARLY ON TASKS – Aug and Sept

- FLYER DISTRIBUTION - Distributes and restocks show flyers in specific areas to promote before and during the show. - ? hrs
- ART LABELS - 9 to 11 hrs

GETTING READY FOR SHOW

- DROP OFF – 2 hrs (actual)
- GUILD TABLE SET UP – 1 hr
- STREET SIGNAGE – 30 min
- FOOD DRIVE – total of 3 hrs:
- HANGING ART and Placing Labels on Wall - 4 to 6 hrs for 1 day
- FOOD PREP - 2 to 4 hrs

OPENING RECEPTION

- PHOTOGRAPHERS – 2 hrs 15 min (actual)
- GREETER – 2 hrs (actual)
- ART SALES – 2 hrs (actual)
- PEOPLE'S CHOICE ballots – 3 hrs total time (excluding travel time) - Collect them at the end of the reception night and keep a running tally. Pick up 2x throughout the show. Pick up at end of show and get the Name, Art Title, and Medium to Jeanne Petrosky artgal32@gmail.com
- HOSPITALITY FOOD and BEVERAGE SET UP – 1.5 hrs (actual)
- HOSPITALITY FOOD FLOATER (restocks food) 1 hr/shift (actual)
- HOSPITALITY BREAKDOWN – 2 hr

ARTIST TALK PANEL DISCUSSION

- **IN OCTOBER:** ARTIST TALKS COORDINATOR – 3 hrs.
- FOOD PREP - 2 hrs
- VIDEOGRAPHER – 1.5 hrs (actual)
- VIDEO ASSISTANT – 1.5 hrs (actual)
- ART SALES – 2 hrs (actual)
- HOSPITALITY FOOD and BEVERAGE SET UP – 1.5 hrs (actual)
- HOSPITALITY FOOD FLOATER (restocks food) 1 hr (actual)
- HOSPITALITY BREAKDOWN – 1 hr

AT END OF SHOW

- PICK UP - 2 hrs – (actual)
- GUILD TABLE BREAKDOWN – 1 hr

JURIED SHOW TASKS

SHOW DATES vary from the show starting in May, June, or July

For now, we're just asking if you're generally willing to help with the many tasks that make the show possible.

Before the show, you'll receive a schedule of specific dates and times to choose from.

YOU DO NOT HAVE TO BE ACCEPTED INTO THE SHOW TO HELP.

TASKS to choose from:

BEFORE THE RECEPTION - approximate time unless otherwise indicated.

- DROP OFF- 2hrs (actual time)
- AWARD RIBBONS -creating - 3 hrs
- ART LABELS - 9 to 11 hrs
- HANGING ART and Placing Labels on Wall - 4 to 6 hrs for 1 day
- PROOFREAD Documents - 3 hrs
- VIP INVITES mailing - 2 hrs
- FLYER DISTRIBUTION- Distributes and restocks show flyers in specific areas to promote before and during the show. - ?hrs
- DONOR SEEKING Team
- DONOR SEEKING Manager
- ARTIST TALKS COORDINATOR – 3 hrs.

AT THE RECEPTION - actual time

- GREETER - 2hrs
- FOOD PREP - 2 to 4hrs
- FOOD CLEAN-UP - 2 hrs
- FOOD FLOATER (restocks food) 2 hrs
- ART SALES - 2hrs
- RAFFLE SALES - 1hr
- HANGING RIBBONS - 30min
- PEOPLE'S CHOICE ballots (PART 1 of 3). Collect them at the end of the reception and keep a running tally.

AFTER RECEPTION/DURING SHOW

- PEOPLE'S CHOICE ballots(PART 2 of 3) Pick up 2x throughout the show. Keep a running tally.

AT END OF SHOW

- PEOPLE'S CHOICE ballots (PART 3 of 3). Pick up and get the final tally to the DESIGN TEAM.
- PICK UP - 2 hrs - actual time

JURIED SHOW / DONOR SEEKER 4 to 5 hrs/for Mar and Apr combined.

- Receive a list of previous donors to contact. We'll provide email and phone script templates, along with flyers and other materials, so you'll have everything you need to feel comfortable making the ask.
- Feel free to contact any other individuals or companies you feel appropriate.
- Report to the JURIED SHOW DONOR MANAGER your findings.

JURIED SHOW / DONOR SEEKERS MANAGE 4 to 5 hrs/for Mar and Apr combined.

- Working with an existing EXCEL spreadsheet, send to the various DONOR SEEKERS their individual list of contacts. **MAC USERS:** remember to save the spreadsheet as EXCEL.
- You will be notified directly when donations arrive.
- Mark them on the spreadsheet so you can keep track of the total.
- Send total to the President right before a leadership mtg. You will receive an email requesting a report.

SHOW PHOTOGRAPHER 4 hrs/show

- Take CANDID images of the artists and crowds.
- Take FORMAL images of the award winners.
- These are tasks to be divided between two photographers/show
 - Members' Show
 - Juried Show
 - Both Shows

COMMUNITY EVENT TEAM 2 to 3 hrs/event

- Greeting visitors at the booth
- May include setting up a booth
- Planning on two events a year
 - Are you able to set up a 10' x 10' booth?

PROOF DOCUMENTS ? hrs

- Shows, Important Letters

PROOF JOTFORM 2 to 3hrs/form, at least 3 forms/yr

- Make sure all links go to the right place.
- Give suggestions that would make the process easier.
- Membership, Member and Juried Shows, and any other new forms developed.

PROOF WEBSITE 2 to 3hrs/page, at least 3 pages/yr

- Make sure all links go to the right place.
- Give suggestions that would make the process easier.
- Membership, Member and Juried Shows, and any other new pages developed.

DISTRIBUTE GUILD promo FLYERS 4hrs/yr

- Distribution and restocking in various locations.

UPDATING FILES 5hrs/yr

- Contact each Board and Committee member once a year to update their Job Description and Guideline Documents. The file will come to you in WORD. **MAC USERS:** remember to save the file as WORD.
- Return updated file to Jeanne Petrosky.