

**Chairs:** Make sure you have a key to the front door of the SAA, and you know all of the special codes and passwords for the alarm.

Check the list of members who have expressed an interest in volunteering for the next show.

*Phone the volunteers to identify a co-chair to help with organizing the following:*

- **Receiving**
- **Hanging**
- **Designing**
- **Awards**
- **Hospitality**
- **Follow-up**

**Judging:** Check with Chairperson to confirm the selected juror 3-6 weeks prior to the show (*so that can be announced in the exhibit prospectus.*) Meet the juror at the gallery on the designated day, with a check (\$75 to \$150) from the SAA, as payment for their services. See if the publicist can come that day as well, to get addresses of the artists exhibiting in the show. Try and group like mediums together on the floor against the walls, to make it easier for the juror to see the various categories. Ask the juror to make selections of accepted entries and decide award winners (*provide the categories, and numbers of each.*) Ask them to provide a “Juror’s Statement” about the show to be included in the program catalog. Forward this information to the volunteers designing the wall cards and catalog program. Congratulate award winners and notify artists whose work was not accepted (*to make arrangement for pick-up.*)

**Receiving:** Need two or three people for 2-3 hour shifts over a two-day period (*usually a Friday and Saturday.*) One person on each shift needs a key to the front door and the password, (*or someone to let them in and out.*)

**Materials Needed:** Sign-in sheets, volunteer sheets, information about the opening reception and pick-up times, cash box for entry fees (*with some dollar bills for change*), file box for entry forms, extra entry forms, tape, scissors and pens.

Set up the sign-in sheets for the artists. Have them list each piece separately, including their name, address, phone number, title of work, medium used, member/non-member status, price/NFS, and signature (*for liability purposes.*) Leave out volunteer sign-up sheets for the current show, as well as the next show.

Check to see if the submitting artist has completed two entry forms written legibly (*one for the file box, one for the artwork.*) Tape the form to the upper right hand side of the artwork, facing out, to facilitate writing of wall cards. Make sure artwork is ready for display. (*If it’s a wall hanging, be sure the hooks and wires are securely fastened.*)

Review the membership list to see if submitting artists are current members. (*The membership term runs from July 1<sup>st</sup> to June 30<sup>th</sup> of the current calendar year.*) If artist is not a current member, give the artist a brochure and explain the benefits of joining the SAA. (*The dues for one year are: **Friends:** \$30, **Seniors/Students:** \$40, **Individuals:** \$50, **Families:** \$70*)

Collect entry fees (*MEMBERS: \$15 for the first piece and \$10 for each additional, NON-MEMBERS: \$25 for the first piece and \$20 for each additional piece*) Place the fee in the cash box, the entry form in the file box (*in alphabetical order.*) Record all money received for dues and entry fees, on the revenue report. Before you leave, tally totals in cash box and compare with the revenue report. Fill out a deposit slip, attach checks and cash, and leave in a safe place for the treasurer.

**Hanging:** Usually takes three people 3 hours. *Insure that there is at least one experienced person in this group.*

**Designing:** Need volunteers to design and print press releases, wall cards and catalogs:

- **Press Releases:** Check mailing list and sample press releases. Send out 3-6 weeks before the show. Save receipts from the Post Office and printing company.
- **Wall Cards:** Type in the following information:

**Artist's Name**  
**Title of Work** (*in italics*)  
**Medium Used**  
**Price** (*or NFS*)

- **Catalogs:** (*usually need 50-60 copies depending on the size of the show.*) Please remember to keep one file copy and one copy for the newsletter editor.

**Awards:** Ribbon or cash awards should be placed in envelopes ready for the opening reception.

**Hospitality:** Need at least one person to set-up tables, about a half-hour before the opening reception. Nametags may be provided for SAA volunteers and show winners. Volunteers may be asked to contribute flowers, ice (*vases and buckets in kitchen*), finger-foods, beverages (*it helps to have an extra corkscrew*), paper plates, cups, tablecloth and napkins. Try and arrange for a photographer to capture pictures of some of the winners with their work. At least one other volunteer will be needed for clean-up afterwards. (*Leftovers should be taken away or thrown out, vases and buckets returned to the kitchen, tablecloth thrown away or washed and stored.*) One person should coordinate volunteer sign-up sheets for the next show.

**Follow-up:** Send "thank you" note to juror. Call committee members to thank them for volunteering their time.

Send a catalog program and photos to the newsletter editor and THE ADVOCATE/GREENWICH TIME. (*Sometimes our local paper will cover a story after the event.*)

For pick-up of artwork, you'll need two or three people for 2-3 hour shifts over a two-day period (*usually a Friday and Saturday.*) If the gallery is not already open, then one person on each shift needs a key to the front door and the password, (*or someone to let them in and out.*) If an artist cannot pick up the work at the designated time, they should make arrangements to have a friend sign it out for them. The SAA cannot be responsible for artwork left behind and has the right to charge storage fees.

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