

<b>COMMITTEES</b>	<b>2026 VOLUNTEERS</b>	<b>DESCRIPTION</b> <b>(Updated 1/23/2026)</b>
<b>Administration</b>	Paulette Baker, Pat Saez	Plan Show, Schedule, Venue, Maintenance & Security Requests, Budget, Signs, flyers, show brochure. Printing, Recruit Committee Chairs, Judge, DJ. Supervise and assist as needed.
<b>Entry Forms - Tracking</b>		Create an Excel Spreadsheet for tracking show entries, payments, art received, sales etc. Create the brochure/program. Create Title Cards for Art
<b>PR/Marketing</b>		Advertise to enhance sales and promote artist participation. Use printed publications as well as online publications and social media.
<b>Raffles + Teacher Donations</b>		Procure Raffle Gifts & Art Donations, Sell Raffle Tickets, Handle Drawing
<b>Art-Receiving / tracking</b>		Set up receiving tables. Check-in original artworks, check label, application, fees pd, wires, size/weight (Friday)
<b>Art Hanging / Set Up</b>		Arrange Easels, Signs. Hang art according to categories, with beginner art from all categories hung together. Instructor-art to be covered or hung separately so as not to be included in judging. (Friday)
<b>Original Art Sales</b>		Receive and record payment for art sold, provide receipts, place red dot on sold art. (Saturday & Sunday)
<b>Art Bin</b>		Arrange Art-Bin art, rotate art on easels throughout the show, to enhance sales. (Saturday & Sunday)
<b>Greeting Cards</b>		Gather hand-painted cards, throughout the year. Arrange cards at the show. Receive payment for cards sold. Keep records. (Saturday & Sunday)
<b>Table Decorations</b>		Prepare, deliver table centerpieces (Saturday & Sunday)
<b>Refreshments</b>		Plan refreshments, Pick up food, replenish and refill as needed. (Saturday & Sunday)
<b>Welcome Table</b>		Greet guests with a smile, provide brochures, collect/count people's choice ballots, provide club & class info, membership forms. Thank guests for attending the show. (Saturday & Sunday)
<b>Floaters</b>		Answer Questions, Encourage Sales, Assist other volunteers. (Saturday & Sunday)
<b>Release Art /Tear Down / Clean Up</b>		Set up Check-out tables. Bring purchased art to the table at 3:45. Assist and thank purchasers, with a smile. Check-out original artworks, using sign-out sheets. Help with tear-down, clean-up as needed. (Sunday PM)