



Committee Chair

Wine Tasting and Silent Auction

- Set date, time and place
 - Preferred date, last Friday in September
 - Work with Larry Ellis of Armanetti of Antioch on date
 - Typical time 6:00 to 9:00
 - Best Western of Antioch or Gallery and Meeting House
- Arrange for publicity
- Design and print invitations
 - Black ink on white card stock, four to a sheet
 - Have used Impressions Count in Antioch
 - Order labels from Barbara Goetzleman, get count
 - If mailing list is 1,000 print 1,000 with indicia for mailing, 200-400 without indicia for passing out
- Mail invitations approximately five weeks before event
- Gather works for Silent Auction
 - Put in newsletter date auction items needed at gallery, marked for auction with Name of Artist, Title, Medium, Value and Opening Bid
 - Value is amount for which the item is usually sold, Opening Bid is generally half of that amount, can be more on small items or at Artists' request
 - Half of amount generated by silent bid returns to Artist
- Gather items for Raffle
 - Have secretary write Thank you notes/tax receipts for donated items
- After auction
 - Recap items sold

Date



Wine Tasting Volunteers Needed

- Design invitation and get printed

- _____
- _____

- Label invitations, sort and take to post office

- _____
- _____

- Procure raffle items

- _____
- _____

- Print sheets and organize items for Silent Auction

- _____
- _____

Date



Wine Tasting Volunteers Needed

- Transport paintings and easels to Best Western and set up for Wine Tasting.
(Around 3:00)

- _____
- _____

- Shop for cheese, crackers, and napkins (all reimbursed by AFAF)

- _____
- _____

- Wash glasses used for wine tasting throughout the evening (Armanetti brings wine glasses they need to be washed and dried throughout the evening)

- _____
- _____

- Organize Raffle, purchase tickets (Wal-Mart), sell tickets at event.

- _____
- _____

- Write up sales receipts on auctioned items, take cash, check or credit card.

- _____
- _____

- Clean up Best Western, take easels, unauctioned items back to Gallery.

- _____
- _____



Committee Chair

Art on the Lawn/Ice Cream Social

- Set date, time and place
 - Preferred date, last Sunday in July
 - Typical time 11:00 to 5:00
 - Lawns and parking lot around Gallery and Meeting House
- Work with Historical Society if interested in being part of the event
 - Preferred date, last Sunday in July
- Arrange for publicity
- Design and print invitations
 - Black ink on white card stock, four to a sheet
 - Have used Impressions Count in Antioch
 - Order labels from Barbara Goetzleman, get count
 - If mailing list is 1,000 print 1,000 with indicia for mailing, 200-400 without indicia for passing out
- Mail invitations approximately five weeks before event
- See NOTES FROM CANDACE – At Gallery
 - ARTSITS, TENTS, SITE MAP

Date



Art on the Lawn/Ice Cream Social

- _____
- _____
- _____

- _____
- _____

- _____

- _____
- _____

- Write up sales receipts for items sold take cash, check or credit card.
- _____
- _____

- Clean up lawns and gallery.
- _____



Committee Chair Studio Tour

- Set date, time and place
 - Preferred date, weekend after Mother's Day
 - Typical time Saturday and Sunday 10:00 to 4:00
 - Set price for artists to participate – has been \$75.00 to cover printing, mailing and publicity
- Arrange for publicity
- Design and print invitations
 - Black ink on white card stock, four to a sheet
 - Have used Impressions Count in Antioch
 - Order labels from Barbara Goetzleman, get count
 - If mailing list is 1,000 print 1,000 with indicia for mailing, approximately 50 per artist plus 400 without indicia for participating artists and hand outs
- Design and print maps to studios
- Print table tents and display at local restaurants
- Mail invitations approximately five weeks before event
- Print banners to display outside Gallery and around town. Check with Jewel to put one on their corner

Date



Studio Tour Volunteers Needed

- Design invitation and get printed

- ---
- ---

- Label invitations, sort and take to post office

- ---
- ---

- Design and Print Banners

- ---
- ---

- Design and Print Maps

- ---
- ---

October 2006



5th Birthday Party Volunteers Needed

- Set up tables for wine and food

- _____
- _____

- Shop for soft drinks, napkins, wine for party (all reimbursed by AFAF)

- _____
- _____

- Bring a snack for the evening

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

- Write up sales receipts during the evening

- _____
- _____

- Clean up Gallery, put back together for Saturday

- _____
- _____