

## Preview Gallery Committee (1 Lead + 7 Volunteers)

The Preview Gallery Committee handles the planning, displaying, hosting and staffing of the preview gallery for the first weekend of the Tour.

- Search out venues and work with Treasurer on contract issues (Secured for 2021)
- Curate the artwork to be hung in the Preview Gallery and apply title cards (Curator secured for 2021)
- Manage drop-off and pick up of artists' work included in the Preview Gallery, including assignment and training of volunteers for this task
- Manage the title card review and printing so that title cards are accurate and available on time
- Plan for display panels, pedestals, tables, lighting etc. and set up for both Friday's opening event and first weekend of the Tour; also arrange for take down and clean-up after the events
- Plan food/drink for Friday night opening event, including set up and take down/clean up
- Recruit volunteers to staff the Preview Gallery during the first weekend of the Tour and train them; gather email addresses
- Document process and suggest improvements

Helpful skills: Email, Excel, Word (including mail merge – we will train you!), strong organizational, interpersonal and communication skills