

The Guild needs H E L P !

Signup for Refreshments for an Event

Members who exhibit in Members' Shows are requested to bring in some food contribution.

The Guild always provides hot coffee, tea and soft drinks and water and requests that you put a buck (\$1.00) in the donation can to keep the kitchen stocked.

But isn't it nice to find some 'goodies' as well. These items are donated by your fellow members for our enjoyment. Some bake their favorite recipes and some purchase an edible from the super market or bakery.

Look for signup sheets for **Monthly Gallery Show Opening and Free Art Demos** and let us know that you are able to help in this way. May we suggest that you target one or two such events over the next year?

Signup as a Gallery Helper

The Gallery Committee requests your assistance in the execution of the Monthly Members' Show – help with the check-in and identification labels, assist our expert gallery hangers (those who have special skill in the placement of the art on our walls) and see that all the works are claimed and returned at the end of the show. Call during our office hours or email info@ocartistsguild.org and someone from the committee will contact you with details.

Publicity

Our publicity team, headed by Dolores Ziegler has many opportunities for you to help. If you can help in any of the following areas you will be an important contributor to the growth of the Guild and success of our activities.

- calling in information to various newspapers
- creating flyers to promote Guild happenings
- updating websites that allow us to post our events
- clipping articles about the Guild, its members and other art organizations
- assisting with our newsletter – you can volunteer to write one of our columns!
- assisting the maintenance of our membership roles
- delivering information packets to over 55 communities

Gallery Receptionist (sitter)

Recently we got a call from a disappointed member who brought some out of town guests to the Guild to show off our beautiful building and gallery shows only to find that we were closed! Not because it was not Tuesday-Sunday 1-4pm, but because we had no volunteer available for that particular day.

The jobs of the receptionist are the following:

- Sign up for one 3 hour session each month; find a replacement for yourself if you are unable to serve.
- Be at the Guild to open at 1pm and stay until 4pm (weather permitting)
- Greet visitors and show them around; answer questions.
- Offer brochures, membership application and newsletter.
- Answer the telephone and take notes for follow-up if needed.
- Assist with office tasks as you are needed and able.

Training is provided in any area that you need help.

House and Grounds- occasional helper

- **Gardening** Summer isn't the only time they need tended to. Work done in the Spring and Fall really prepares them for the Summer.
- **Handy Person** If you are good with a hammer, paintbrush or screw driver there is always something to do to help keep our Victorian house looking beautiful and from falling apart.
- **Decorating** Currently we only decorate for Christmas, and can always use help "decking the halls" for the season. Would anyone want to decorate for other holidays or seasons?
- **Spring/Fall Cleaning** outside windows, porch, etc.

Committee Work

Did you know that you are welcome to help many of our standing committees? Your help can be now and then or you can join the committee and get in on both the planning and the execution of our activities. Here is a list of our committees.

Executive Board – annual elections in May, meets monthly

Gallery Committee – manages the monthly Solo Shows and Members' Shows, meets monthly

Grant Application Committee – identifies and prepares grant applications

Gift Shop Operations – a valuable service to our members, run by volunteer members

Special Events Committees – appointed by the President for specific events

- Annual volunteer appreciation luncheon
- Annual Membership Dinner
- Semi-annual State Juried Show
- Artisans Marketplace
- Collectors' Choice
- Annual Raffle
- Art at the Shore Events
- Holiday Events
- Community Events