

## **Members Only Shows – Guidelines and Procedures**

**A Members Only Show** is an event that requires all participating artists be **Members in good standing** with the **Sooke Community Arts Council**.

No participation in showing and / or selling art works of Non-Members is allowed without the explicit knowledge and permission of the majority of the Board of Directors.

### **Coordinator/ Assistant Coordinator/ Team**

It is the job of the **Coordinator** to guide the **Assistant Coordinator/ Team / participating artists** in the organizing and staging of the event and to ensure the rules as laid out for a Members Only show are followed.

The Coordinator will organize the participation of the Member Artists in fulfilling their requirements for participation as outlined on the application form.

The Coordinator will be provided with a **Coordinator's kit**. The kit will consist of a to-do check list, link to a current Membership list, information for insurance requirements/ contacts, copy of a standardized application form, a sample budget, access to logos for all print material, contact information for printing and advertising, requirements and contacts for the District of Sooke, Website Managers contact info, Mail list manager's contact info, all Board member's contact information, process for invoices, billing and reimbursements, requirements of final report for the event, a sample poster to show content, contact information for the Graphics designer, list of poster distribution locations.

It is the job of the **Assistant Coordinator** to assist the Coordinator in these duties.

It is the job of the **Member participants** to fulfill the requirements of their participation in the show. They are part of the **Team**. The Coordinator will monitor this commitment by the Member participants.

### **Budget**

A detailed budget based on the sample budget in the Coordinator's kit will be created by the Coordinator and, following approval by the President/ or if not available the Vice President, be put on the Agenda, presented, discussed and voted on at a General meeting.

### **Team**

A sign up sheet will then be circulated to the Members at the general meeting. A **Team** comprised of the Coordinator/ Assistant Coordinator/ participating Member artists and other interested parties will be struck.

### **Call to Artists**

The coordinator will ensure that a **Call to Artist** notice is sent out to the general membership/ Newsletter list through Mail Chimp and will ensure it is posted on the

SCAC Web site immediately after the meeting. The standardized Call to Artist form available in the Coordinators kit for online applications and for printed hard copies will be used by the Coordinator.

Adjustments allowable to the standard Call to Artists application form include: name of show on front page of application, additional sponsors' logos, date of event, number/size of pieces allowed, volunteer hours and positions and deadline for submission. \*The deadline for submission can be adjusted after the fact at the discretion of the Coordinator/ Team.

## **Media**

One or more of the Team will be responsible for all media coverage. This would include **printed materials and online advertising**. The budget presented and voted on must be followed. Alterations can be made to the budget in that one item may need more funding than another than was originally considered but the amounts in total must be adhered to.

**A Poster** for the event to be used for both public distribution, online and web distribution will be created with the input of the Coordinator/ Co-coordinator/ Team with the assistance of the **Graphics Designer**. A sample poster will be available in the Coordinators kit. Of importance are the correct dates, times, location and the presence of the logos from SCAC, the District of Sooke, BC Arts Council, and other sponsors of our events. **These logos MUST appear** on all printed matter/ online/ web advertising to fulfill the requirements of the sponsors involved.

Once finalized, the Coordinator will send the **Call to Artists/ poster in PDF format** to the **Web manager**. The Web site manager will then post the Call to Artists/ poster to the appropriate location on the **Website**.

The Coordinator's contact information will be made available to interested members on the SCAC website. The Coordinator/ Co Coordinator will record this information and will follow up directly with the interested Members.

The Call to Artists/ poster will then be sent by the Coordinator to the Mail List manager to go out on **Mail Chimp**. The **Mail List Manager** will distribute it to the full Newsletter list including Non-Members with the understanding that those who apply and are accepted into the Members Only show will already be or will become Members in good standing either before or during the event's intake by purchasing a membership in the SCAC.

The Coordinator will check to ensure those registered for the show are **current Members in good standing** before the set up occurs.

A **Change up** during the run of the initial show will require an **additional** Call to Artists with a **new deadline**. The procedure outlined above is to be followed for this change up.

## **Team/ Participating Artists**

The standardized application for a Members Only Show has requirements for **volunteer participation**. There is a choice of two boxes to check. It is a requirement of participation that member participants fulfill this requirement. The Coordinator will organize this requirement with the member participants.

## **Financial Tracking**

All bills for the Show are to be submitted to **the Treasurer by the Coordinator / Team member** in a timely fashion as expenses are incurred. The Treasurer will set up a convenient time for this to occur.

The expenses can either be:

1. Billed to the Team member and reimbursed by the SCAC following submission of invoices to the Treasurer...or
2. Billed directly to SCAC with the invoice mailed to the Treasurer for payment by cheque through the mail. The address is SCAC, Box 46, Sooke BC, V9Z OE4

**A written report** must be presented verbally by one of the Team members to the Membership at the general meeting immediately following the end of the show. This report should include the costs associated, the outcome of the Show, pros and cons of that particular event and recommendations for future events. This will become part of the minutes of the meeting.

## **Contacts**

**President** – Caryl Wilford – [carylw@telus.net](mailto:carylw@telus.net)

**Vice-President** – Elgin Ambrose - [elgin.ambrose@googlemail.com](mailto:elgin.ambrose@googlemail.com)

**Secretary** – Marilyn Montag – [marilynmontag@yahoo.com](mailto:marilynmontag@yahoo.com)

**Treasurer** – Bev Lewis – [bevelewis@hotmail.com](mailto:bevelewis@hotmail.com)

**Webmaster** – Deb Clay – [dlcstory@gmail.com](mailto:dlcstory@gmail.com)

**Mail Chimp** - Marleen Kiral – [pixelpumpkin@gmail.com](mailto:pixelpumpkin@gmail.com)

**Membership list** – Marleen Kiral – [pixelpumpkin@gmail.com](mailto:pixelpumpkin@gmail.com)

**Graphics Designer** – Linda Green Abraham – [lmga@shaw.ca](mailto:lmga@shaw.ca)

**Insurance** – Caryl Wilford – [carylw@telus.net](mailto:carylw@telus.net)

**Printing/ Advertising** –

**Contacts District of Sooke** –

## **Check List**

1. \_\_\_\_ Proposal including a budget for event presented to the Board for OK
2. \_\_\_\_ Call to Artist Sign-up Sheet – sent around at a general meeting
3. \_\_\_\_ Call to Artist sent through Mail Chimp. Includes all details including dates/ location/ drop off times/ pick up times.
4. \_\_\_\_ Application developed / put online on SCAC Website
5. \_\_\_\_ SCAC Gmail / SCAC Mail box checked for participants applications
6. \_\_\_\_ List of Participants put on to an Excel spreadsheet
7. \_\_\_\_ Current Memberships confirmed/ new members signed up
8. \_\_\_\_ Poster developed and put on SCAC Web site/ sent out through Mail Chimp/ posted on Facebook
9. \_\_\_\_ All receipts given to Treasurer
10. \_\_\_\_ Final report (verbal) at the general meeting immediately following the event.