

# 2019 ARTSplash

## **Show Chair Kiraya Kestin**

Reserve show dates on Artworks online calendar  
Schedule ARTSplash on Edmonds Art Walk calendar  
Coordinate with Artworks manager (Meredith Arnold)  
Coordinate with Edmonds Festival Foundation representative (Ann Wood)  
Coordinate Committee Chairs  
Update ARTSplash Artist Contract to reflect current year's show dates and registration information  
Publicize show with members and encourage participation  
Distribute ARTSplash Artist Contract to AC members and encourage participation  
See that committees are staffed  
Create work shift schedule to be kept on site  
    Budget show registration proceeds to cover purchase of postcards, Artwalk treats, food for Saturday and Sunday patrons, Saturday and Sunday artist food and other expenses  
Write thank-you letters

## **Registrar Melissa Wadsworth**

Maintain accurate record of artist payments and date received  
Provide show chair with copy of revenue and payment record

## **Publicity Committee Michele McGraw**

Use ARTSplash logo on all publicity materials

### **Artist Images Bill Ray**

Ask each artist to submit three images for show publicity  
Create image bank in Dropbox and share with other members of publicity Team

### **Community Calendars Michele McGraw**

Write short announcement of show dates, venue location and show description  
Submit information to community calendars

### **Postcards Anne Taylor**

Design: Postcard for public distribution announcing Thursday, Saturday and Sunday events  
    Postcard for private distribution adding time and date of Friday event  
    E-version of both postcards and distribute to ARTSplash participants

### **Publicity Articles Michele McGraw**

Contact local media outlets to solicit in-depth articles about the show  
Help write articles and provide images from image bank

### **Social Media Lisa Castellano Szilassy**

Announce show, using pictures from image bank  
During show, post images from live events

### **Art Walk Promotion Mickaela Vinson**

Generate more traffic and sales on Thursday night

## **Silent Auction Michele McGraw**

## **Show Layout Marcia Miller**

Create layout for artist display areas showing sales desk and room orientation  
After artists have set up displays, check to see that displays are appropriate  
Coordinate with show chair if there are problems

### **Set Up/Take Down Committee Bill Ray**

Coordinate with Artworks manager to arrange for use of display panels (Meredith Arnold)  
Before set-up, photograph venue for end-of-show reference  
Store unnecessary items in classroom area.  
Set up display panels, check-out desk area and wine serving area. Install tablecloths  
Remove benches and umbrella from storage room  
At end of show, return show items to storage room  
Return all venue items to their original location

### **A-Board Committee Wendy Johnston**

Put out A-Boards Thursday, Saturday and Sunday before the show  
Pick up A-Boards Thursday, Saturday and Sunday after the show  
Return A-Boards to storage room on Sunday after show

### **Site Committee Janet Palmer**

Put out benches, umbrella, feather banner and monolith banner each show morning  
Open garage doors at show opening each day  
Bring benches, umbrellas, feather banner and monolith banner into building each evening  
Close garage doors at show closing each day  
Empty all wastebaskets at the end of each day and turn off lights before exiting

### **Sales Desk Melissa Wadsworth**

See that all sales desk shifts are filled  
Coordinate training with EAFF liaison (Ann Wood)  
Provide inventory notebook and see that all artists have provided appropriate inventory sheets by the end of Wednesday set-up

### **Refreshment Committee Mary Bess Johnson**

Schedule refreshment servers for Art Walk, Saturday and Sunday sales hours

#### **Art Walk/Saturday, Sunday sales hours \_\_\_\_\_**

Purchase food for patrons  
Prepare serving trays  
Clean kitchen at closing each day

### **Friday Artist Reception Anne Taylor**

Sign artists up for reception hors d'oeuvres  
Ask for permission to use Edmonds Senior Center proofing rack during reception (Executive Director Farrell Farnsworth) Arrange time for pick up on Friday and return on Saturday  
Friday afternoon pick up proofing rack **and trays** for storage of hors d'oeuvres  
Saturday afternoon return proofing rack to senior center

### **Pizza Party Roger Johnson**

Before show week, determine number of artists attending pizza party and preferred toppings  
Tuesday of show week, purchase pizzas (Papa Murphy's \$10 Tuesday)  
Sunday: Make salad, bring dressings and tablecloths  
Time ½ of pizzas to be cooked and ready to serve by about 6:30. Then cook second ½

**Do not serve any food until all clean up is completed and all worker bees are present.**

### **Greeter/People's Choice Committee Mary Knowlson**

Schedule greeters for Thursday, Saturday and Sunday work shifts  
Prepare People's Choice ballots  
Set up People's Choice ballot box at sales desk  
Enter information from ballots into data base  
Separate ballots by artist and return to artists at AC meeting