Volunteer Coordinator

Volunteer Coordinator for Artists United of South King County Cove Show Checklist

- Secure final version of Volunteer Checklist and distribute via email to all members.
- Be present at booth sign-ups and secure volunteer duty sign-ups with all participants BEFORE they receive their booth assignment.
- Be present at booth sign-ups and reinforce set up, take down, raffle and promotional responsibilities that ALL participating artists are expected to help with.
- Remind (via email) both types of sign set-up folks of their duties the week of the show.
- Remind social media volunteers of their duties the week of the show
- Email all members notice of unfilled slots (priority to most essential positions)
- Create a final hard copy list of all volunteers and remind all participants that they must check in with the Volunteer Coordinator before they begin and after they complete their duties.

Volunteer Sign up for Cove Show See separate sign up sheets

Before you sign up for your booth, you shall indicate how you are volunteering for the Cove Show and, if you are a participating artist, **you will sign your waiver** (note: volunteer hours for non AND participating artists may be logged as club volunteer hours for the next year's Cove Show Booth selection priority unless club leadership decides to handle volunteering in a different manner.)

When booth set ups are complete, please coordinate with a neighboring artist for brief breaks (restroom and such). If you have volunteer duties that take you away from your booth for an hour or more, please recruit a non-vending member or a friend or family member to manage your booth while you are away.

Everyone who is selling at our show is expected to:

- Distribute promotional cards and are requested to print and distribute full page (i.e. 8.5 X11 inch) flyers from their own computers or library computers).
- Promote the sale through social media (Facebook, Instagram, X, etc.) to the extent of their ability, and through word of mouth.

- Help (or bring able bodied family/friends) to help with grid and table set up BEFORE setting up their own booth and with grid takedown and clean up after the sale ends.
- Contribute an approved raffle item, valued at $30 or more, and display it at their booth or contribute $30 to the club show account.
- Display your ticket bag, and encourage guests to visit other artists' booths.
- Sign up and complete at least two of the following positions (with at least one on the days of the show) in addition to other expected duties as outlined above.
- Contribute refreshments as directed by the Hospitality Chair.

NOTE: If we have sufficient non vending artists available to fill certain positions we can reduce vending artists' responsibilities to only one position (to be determined lottery style).

Additional Advertising and Promotion (to be completed before day of show)

Distribute full page flyers to local businesses and nonprofits. (need four; areas will be assigned such as Des Moines, Burien, Sea Tac, etc.)

See separate sign up sheets

Day of the show Duties.

***NEW POSITION*: Raffle Manager/Greeter/guestbook, raffle ticket seller (need two people).**

- Purchase rolls of tickets if needed (minimum one for cashier's table, one for the greeter's table, and a roll of 50 tickets for any other ticket sellers (as deemed needed by the Raffle Manager). Provide $50 in change for each ticket seller and collect the raffle money from the sold tickets at the end of each day; collect the additional $50 at the end of Show. Remind them to have a secure place to store money (like a waist pack or?)
- Check over the raffle bags and place them at each booth
- Collect the bags along with the corresponding raffle items to conduct the drawing on Sunday at 4 pm in the small room and instruct each artist to contact the winner and arrange for delivery/pick up (preferably before close of show.)
- Instruct all who are selling raffle tickets to ask ticket purchasers to write their names and phone numbers on the back of the ticket. Provide a few pens for their use and invite them to visit each booth to see what each artist is raffling.
- Provide a sign about raffle tickets (pricing, drawing time on Sunday and "need not be present to win") for any artists who are selling tickets at their booths, for the cashiers' table, and for the greeter's table.
- Create and display a large sign with the Show Events (raffle drawing, hours, etc.) on the tall round table (or large square table) in the entryway

In addition to the above responsibilities, those two members are invited to occupy the entry way space for both days of the show. duties will be to greet visitors, secure emails from visitors, sell raffle tickets, and generally promote Artists United. In exchange their booth area will be

free of charge and they will get four grids and up to two tables to display their artwork and those materials needed to complete their duties.

Cashier Helper/ Hospitality (need three per shift. You will be trained) You are invited to display one grid-worth of your own artwork during your shift.) One of the cashiers will keep a watch on the refreshment table, check the coffee urns, and replenish beverages and treats as needed.

Also Note: All vending artists are expected to assist with set up and take down (to the extent that they are physically able to) OR **bring able-bodied friends or family to assist with such (the following names are for supervisory duties.)**

We need volunteers to conduct set up and take down under the direction of the Show Administrator.

Take down grids, etc. and return to shed. (need 4)

Volunteer sign-up sheets are available separately.