

THE SKETCH CLUB WANTS YOU



EXHIBITIONS ARE ONE OF THE MOST IMPORTANT ACTIVITIES OF THE SKETCH CLUB FOR MEMBERS AND FOR THE COMMUNITY AT LARGE. ALL OF US NEED TO BE INVOLVED IN ONE WAY OR THE OTHER FOR THEM TO RUN SMOOTHLY.

The Club expects members to participate by signing up for one of the following functions unless they are performing other volunteer tasks such as workshops, archives, website, etc. or are physically unable to do so.

REMEMBER THIS IS YOUR CLUB!

Getting involved is the best way to meet fellow artists and to make new friends.

Please volunteer for one or more of the discrete tasks listed below by checking the boxes and return this form to the club before or at the dinner on Oct. 13. Your name will then be made available to the exhibitions committee and you will be contacted. Any questions? Call Don Meyer at 610-310-0505 or e-mail him at dmeyer1620@comcast.net. Thank you.

Name: _____ **Tele #:** _____

E-mail: _____

- Draft prospectus
- Prepare images and graphics for use with invitation cards
- Prepare images and graphics for use with catalogue
- Prepare exhibition catalogues
- Maintain prospectus address listing and produce labels
- Maintain gallery/patrons address listing and produce labels
- Label and stamp prospectuses
- Label and stamp exhibition show invitation cards
- Submit "Call for Entries" ads to *Art Matters* for each juried show
- Submit listing form to *Art Calendar* for each juried show
- Gather digital images for use with Press Releases
- Write Press Releases for shows
- Accept and log in entries before show
- Hanging Exhibitions*
- Moving entries during jurying*
- Turn back paintings not accepted
- Take photographs at events
- Turn back paintings after show
- Affix gallery wall labels
- Coordinate printing of prospectuses, catalogues and invitation cards
- Coordinate members bringing food to receptions
- Organize gallery before reception
- Straighten gallery after reception
- Sit exhibition for 4 hours on Saturday or Sunday

**If you volunteer for this task, you must also volunteer for another task as well. ☺*