

9th Annual Studio Tour 2010

Gallery Artists Committee Assignments

Please give your preference for a committee assignment by numbering 1 – 8, with 1 being your first choice. Remember, all gallery artists on the tour must participate in planning and running the tour. Gallery artists not showing on the tour are also expected to help in some way since this is a fundraiser for the gallery.

Obtaining sponsors from Topanga businesses

Advertising/Promotion

a) paid ads – securing spots

b) story/ press release writing

c) designing ads

Preparing Invite

Map

Signs/banners

Reception Head

Silent Auction Announcer

Hanging Show Crew

Ticket Sales – day of show (we will need one head person each day and 3 – 5 sellers. This is a perfect way for members not on the tour to assist the show)

Other (must be approved)

Name

Date

Email this form to Sharon Tanner at tannertalk@roadrunner.com by April 4,