



2018 CMAG SPRING SHOW GALLERY

GALLERY VOLUNTEER INFORMATION

In 2018, we're trying something new with the Spring Show Gallery. Several somethings, in fact. Along with increasing the number of pieces guild members can have in the gallery, we're offering you the opportunity to volunteer at the Gallery in lieu of the \$50 entry fee. In addition to waiving the entry fee, you also get a reduced commission, from 20% to 15%.

The Rules

- ◆ **You must volunteer at least 4 hours.** These hours do not have to be all together or all the same day. You may space them out over the weekend as fits your schedule. Of course, you are also welcome to volunteer for more than 4 hours should you wish to do so.
- ◆ **Only hours worked in the Gallery itself or the Silent Auction count.** The Silent Auction is located right next to the gallery & volunteers routinely cover both tables. We are routinely short on volunteers for these tables, which is why we're trying this new volunteer program.
- ◆ **You must sign up by April 20th.** We need to know in advance how many people we have & get a schedule together for all of our volunteers before the show starts.
- ◆ **Let us know when you're available.** Please indicate on the form which hours you are available. You will not be expected to work all of the hours you list on the form unless you want to.
- ◆ **We particularly need volunteers during sign in on Friday morning, from 8:30- 10:00 am, and on Sunday from 1pm until we finish tearing down the entire show.** Friday morning is when everyone first turns in their pieces for both the Gallery & the Silent Auction. There will be a number of last-minute entries. We have to make sure that everyone turns in completed paperwork, that each piece is properly labeled, and we have to arrange the display. And we have to do it all in an hour & a half. It gets a bit hectic & the more volunteers we have, the smoother the process goes, & the more quickly everything gets finished. The Silent Auction closes at 2pm on Sunday and at that point, we start notifying winners, taking payments from them, & packaging up the work. It also gets hectic. After 4pm, we start tearing down the show. This means packing up everything-- the cases, the displays, the lights, the various supplies, etc. Again, the more volunteers, the more quickly we get finished.

If You Do Not Complete Your Volunteer Hours

- ◆ If you commit to volunteering in lieu of your entry fee & do not complete those hours, the entry fee will be deducted from any sales you have, you may be barred from participating in the Spring Show Gallery in the future, and/or other action deemed appropriate by the Gallery Coordinator or Spring Show Committee.