

# ELDORADO STUDIO TOUR

## COMMITTEE DESCRIPTIONS

The Eldorado Studio Tour is only possible due to the volunteer work of the EACA members. Therefore, all Studio Participants are required to serve on one of the various committees. Committees are listed alphabetically. When deciding on a committee to volunteer for, be sure you are aware of and capable of the tasks involved.

### **DIRECTIONAL SIGNS COMMITTEE**

**Purpose:** The purpose of the directional signs is to help the public find studios and to prevent each studio from placing its own number signs at major intersections thus avoiding a confusing eyesore of individual signs at these intersections.

**Committee Members** are responsible for the maintenance, preparation, disbursement, and collection of the directional signs that are placed around Eldorado, pointing to clusters of studio locations. Must be available the morning and evening of each studio tour day to place and remove the 3-4 directional signs you are assigned (driving will be required).

### **DISTRIBUTION COMMITTEE**

**Purpose:** The purpose of the Distribution committee is to ensure that publicity and marketing materials are placed in local and surrounding areas' high-profile locations for access by locals and visitors.

**Committee Members** are responsible for distributing brochures and marketing materials to area hotels and businesses. Must be willing and able to drive and walk a lot.

### **EDUCATION COMMITTEE**

**Purpose:** To provide Studio Tour-Related support and education to the tour participants through Orientation meetings, mentorship program and other educational programs as needed.

**Committee Members** Assist the Education Committee Co-Chairs with hosting the Orientation Meeting: setup, refreshments, sign-in and cleanup. Committee members also help assemble and distribute the Orientation Packets.  
(if interested in Mentoring – see Studio Tour Mentor below)

### **FLAGS & BANNERS COMMITTEE**

**Purpose:** The participant flags are used to easily identify the locations of Studios participating in the tour. The banners at the entrances to Eldorado alert the public to our Studio Tour.

**Committee Members** are responsible for the maintenance, preparation, disbursement, and collection of the 10' flags that are used to designate the locations of studios and are responsible for installing the banners and feather flags at the entrances to Eldorado. Some committee members are responsible for installation of the Flagpole Holders for new participants. (Very physical work required, pickup truck also helpful).

## **GALLERY HOST COMMITTEE**

**Purpose:** The purpose of the Gallery Host Committee is to procure Gallery Hosts for the Preview Gallery and prepare the materials needed for taking care of sold items.

**Committee Members** Assist the Gallery Host Coordinator with recruitment of Gallery Hosts (previously known as Gallery Sitters). Also responsible for preparation of wrapping and packaging materials needed for sold items at the Preview Gallery, set up (prior to tour dates) and cleanup (Monday after tour dates) of the wrapping area. Note: committee members will NOT be Gallery Hosts. Gallery Hosts will be EACA members, friends, neighbors, community members who are not participating in the tour itself.

## **NUMBER SIGNS COMMITTEE**

**Purpose:** The purpose of the number signs is to help direct the public to an actual studio. The Preview Gallery directional signs direct the public to the Preview Gallery location.

**Committee Members** Are responsible for the maintenance, preparation, disbursement, and collection of the number placards for the individual studios. Must be available from 3-6 pm on the Wednesday prior to the tour to assist with disbursement of signs and/or 8-11 am the Monday after the tour to assist with sign collection. Someone with a pickup truck would be helpful.

## **PREVIEW GALLERY COMMITTEE**

**Purpose:** The Preview Gallery is the Studio Tour's public venue where guests can get a glimpse of the artwork produced by every studio in the tour. Artists' work is also available for sale at the Preview Gallery.

**Committee Members** are responsible for setting up of the Preview Gallery and all that it entails: manning stations set up for the collection of the participants' art piece, setting up and taking down of the gallery structures, placement of the artwork, manning of stations set up to return participants' art. Strong able-bodied people with trucks needed to help transport grid panels, pedestals and other Gallery set up materials to and from the storage unit. Must be available the week of the tour and the day after the tour.

## **PROOFREADING COMMITTEE**

**Purpose:** The purpose of the Proofreading Committee is to ensure that all the Studio Tour catalog and print and graphic materials used for publicity and marketing are sent out without errors.

**Committee Members** are responsible for proofreading materials needed for print and website publication. Must have email and document editing skills. Time management skills are also important as you will be required to work with deadlines.

## **RECEPTION COMMITTEE**

**Purpose:** The Preview Gallery Opening Night Reception is the Tour's premier social event, a place and time where the artists and guests can mingle and see each other's work as well as enjoy some refreshments.

**Committee Members** are responsible for food & drink procurement, preparation, set-

up, and clean-up for the Preview Gallery Opening Reception held the Friday night of the tour weekend. May also need to be available to run errands and/or store reception food items.

### **STUDIO TOUR MENTOR**

**Purpose:** to provide guidance to new or nearly new participants throughout the Studio Tour Process.

**Studio Tour Mentors** assist new and/or returning participants who would like additional guidance throughout the Studio Tour Process. The Mentorship Program is overseen by the Education Committee Chairs. Thorough knowledge of the Studio Tour procedures as well as experience in all aspects of the tour from a participant's perspective a must. Must be committed and available throughout the tour process to assist your mentee.