



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 of 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: Purpose: The purpose of the Distribution committee is to ensure that the Studio Tour Catalogs are placed in local and surrounding areas high-profile locations for access by locals and visitors. Committee Members are responsible for distributing the catalogs to area businesses and hotels. Volunteers must be willing and able to drive and walk to their assigned distribution areas mostly the first three weeks of September.

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 - STUDIO TOUR MENTOR & TECH SUPPORT

Purpose: to provide guidance to new or nearly new participants throughout the Studio Tour Process. Commitment is from May through September, as needed.

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, including attending the Orientation Meeting. Commitment is from May through September, as needed.

Studio Tour Tech Support will help artists navigate the online submission process, organize and upload images, prepare artwork descriptions, and answer questions about photographing their work. Familiarity with the EACA submission process and comfort using Mac and/or Windows is essential. Patience, responsiveness, and a supportive attitude are a must!

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 the 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 to prepare the materials needed or taking care of sold items.

Committee Members are responsible for the recruitment of Gallery Hosts. Note: Committee

members will NOT be Gallery Hosts themselves. Each committee member is required to recruit a minimum of 5 Gallery Hosts.. Gallery Hosts are EACA members, friends, relatives, neighbors, and community members who are not participating in the Studio Tour. Lists of previous Gallery Hosts will be provided as a starting point. Committee members will begin recruiting Gallery Hosts in June and will continue until all slots are filled.

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 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 and light musical entertainment.

Committee Members are responsible for food & drink procurement, such as tray and food pick up, preparation, set-up and clean up for the Preview Gallery Opening Reception held the Friday night of the tour weekend.

Committee members need to be available for shifts during opening night and possible pickup of food trays before the event. Members need to be able to lift and arrange trays, food, drinks and supplies and hustle back and forth to the kitchen or courtyard as needed.