

## Committee Information

The tour is an artist-run event. In lieu of paying the higher fee, all participants are encouraged to serve on a committee. Whenever possible, artists are requested to make a two-year commitment to a committee. This helps maintain continuity of information and experience from year to year. Executive Director makes committee assignments following the return of all applications and the naming of the tour roster.

**Board Members:** Chosen in January, Board Members oversees all aspects of Guild/tour production, sets guidelines, establishes budget. Members for the following committees are in place for the 2008 tour:

**Jury:** Chosen in January for up-coming tour. Maintains standards and juries new applicants. Written notification of jury results sent by Executive Director.

Members for the following committees will be assigned after receipt of all applications and fees:

**Brochure Distribution:** Researches new drop-off points for brochures, Bundles and distributes; helps prepare bulk mailing. Responsibility from October - December of making sure distribution points are supplied. It has been suggested that all artists carry brochures w/them and where possible, drop them off. Artists should make a note of where they dropped off brochures and give to Chair of Brochure Distribution.

**Triangles and Signage:** Updates and does maintenance need on signs. Manages distribution of red triangles (two per artists) to artists. Checks placement of markers and signs on roads to ensure clear direction to each studio and CCCC gallery. If Christmas parade conflicts on Sunday, makes sure detour signs are up. Arranges for storage of signs in a location that is accessible. Obtains permission from people that signs are placed on property; gets permission from Town of Pittsboro, Town Manager for placement of signs; refresh information on signs each year.

**Gallery - CCCC and Arts Center:** Each space is assigned its own committee. Arranges for drop off and pick-up of work, hanging show, labels and other signage. Coordinates with publicity committee to promote exhibitions. Works closely with the Executive Director and CCCC to ensure proper procedures.

**CCCC Reception:** Coordinates all aspects of opening reception at gallery, including refreshments, set-up, **and clean-up**. Work with Executive Director and publicity committee on invitations, program, announcements, awards, etc. Makes sure that donor lists are hung, name tags for artists are available.

**Mentors:** Welcome new artists on tour by visiting studios and answering questions. Make suggestions as to ways new artists can participate fully in Open Studio Tour.

**Exhibits Committee:** Will help hang shows at designated location(s). Make labels, coordinate w/venue and Executive Director. *Note: This Committee is different from the Gallery Committee for Studio Tour. This is an ongoing Committee and may require several people.*

**Events Committee:** Will help in the coordination and special events; man booths, tables, etc. (e.g., Burrito Bash, Pittsboro Street Fair, special workshops.) *Note: This Committee will be ongoing and not just dedicated to Studio Tour. It may require several people.*

Each artist should expect to contribute approximately 10 hours of work on their committee assignment.