



## NEW MEMBER CHECKLIST

Name: \_\_\_\_\_

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Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Sponsor #1: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Sponsor #2: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

#	Date	Task	Support Person Contact Info
1		Sign Probationary Contract and return to President	info.southwest682@gmail.com
2		Pay Treasurer prorated dues for calendar year	Susan Binford: 858-208-7460
3		Bring a copy of San Diego Business License for front desk file; inform Points Manager when completed	Deanne Tiffany: <a href="mailto:deannetiffany@gmail.com">deannetiffany@gmail.com</a>
4		Receive and read Standing Rules and By-laws	
5		Contact Featured Artist Show Coordinator to schedule a 2-week and/or Alcove Show	Gail Ackley: 619-794-3395
6		Schedule 2 full days of studio staff training with sponsors	
7		Complete 2 full days of studio staff training	



8		Bring in work for small painting corner, Original Browse bin or Reproduction Browse Bin (OPTIONAL)	
9		Schedule Large Painting with Wall Chair (OPTIONAL)	David Lawhead: 619-229-1228
10		Check with the Gift Shop Coordinator if you would like to show cards or small originals in the gift shop. Cards, Notecards, and other items that are not originals must be juried in before being added to the Gift Shop. (OPTIONAL)	Padgett Mason: 619-519-4665
11		Get a wooden plaque to hang during your Featured Artist Show	Rustin Holec: 619-840-0280
12		Get a key for \$2 once all items on the list are completed.	Rustin Holec: 619-840-0280

### Additional Information:

- If you want to be on the Card Rack/Gift shop waiting list, give five cards or items you wish to be considered for the Gift Shop to your Sponsor to jury in during the next Board Meeting. There is a waitlist.
- You can only hang in your juried medium; if you would like to add another medium to the wall, you will need to arrange to bring in 5 pieces to be juried in at an upcoming Board Meeting.
- Please be aware of size limits for monthly hanging: 120 inches in perimeter (each side's length in inches added together). This can be 1 larger piece or 2 smaller pieces within the size limit.
- Please check the Standing Rules for guidelines on the Browse Bins and Small Image Corner.
- There is a book on a small table near the Featured Artist Section that includes the biographies of all SWAA artists. Bring in a one-page bio and a page of photos of your work to include in the book. It is strongly recommended that you browse through the book to become familiar with the other artists.



- Studio Responsibilities include: Counting and recording the cash before opening. Also, before opening, unlock the doors, turn on the lights, put out the Open Sign, and put out artwork if the Featured Artist would like to display pieces near the doors. During the day, greet customers, conduct sales using our computerized system, record sales in the logbook, give out business cards if visitors ask, and demonstrate artwork. At the end of the day, close and lock the doors, count the cash, and put cash sales in an envelope. Log cash in the logbook, Turn out lights, and double-check all doors are secured before leaving.
- One artist must be in the studio at all times. Two artists are always scheduled to staff each day.
- Clean studio as needed
- The Studio is open 10am - 4pm daily except Thanksgiving, Christmas and New Year's Day. During Daylight Savings Time, the studio stays open until 4:30pm.
- Familiarize yourself with the contents of the back room, front desk, and "Kitchen".
- Make sure your name is on the calendar at the desk for the days you are sitting in the Studio.
- Call the sitters for the next day as a reminder.