

ISLAND ART ASSOCIATION



GALLERY

PROCEDURES & FORMS

OPERATING MANUAL,

BY-LAWS, DIRECTORY

REVISED AUGUST 2017

TABLE OF CONTENTS

| | |
|---|-----------|
| HOUSE AND PROPERTIES CONTACT INFORMATION | 1 |
| EXHIBITING ARTISTS & MEDIUMS | 2 |
| I. WORKING THE GALLERY | 3 |
| A. OPENING THE GALLERY | 3 |
| B. WORKING THROUGH THE DAY | 6 |
| 1) GREETING THE VISITORS | 6 |
| 2) SALES INVOICES | 7 |
| 3) CREDIT CARD MACHINE | 8 |
| 4) HANDLING MAIL | 10 |
| 4) SHIPPING | 11 |
| 5) OTHER DAILY INFORMATION | 13 |
| C. CLOSING THE GALLERY: END OF DAY | 15 |
| SAMPLE DAILY SUMMARY SHEET | 17 |
| II. PROGRAMS AND PROCEDURES | |
| A. ART EDUCATION CENTER | 18 |
| B. ASSOCIATE MEMBER DESK WORKER GUIDELINES | 19 |
| C. BUDDY SYSTEM GUIDELINES | 20 |
| D. PROCEDURES FOR CALENDAR REQUIREMENTS | 21 |
| E. CHILDREN'S PROGRAM | 22 |
| F. DESK PARTNER APPLICATION | 23 |
| G. FEATURED ARTIST | 24 |
| H. GALLERY HANGING/DISPLAY | 27 |
| I. MEMBERSHIP | 28 |
| J. NOUVEAU ART | 30 |
| K. OUTSIDE EXHIBITS | 33 |
| L. TRAINING NEW EXHIBITING ARTISTS CHECKLIST | 34 |
| M. WEBSITE: SUBMISSION OF BIO AND IMAGES | 35 |
| III. FORMS SECTION | |
| A. ARTIST OF THE YEAR AWARD | 37 |
| B. ASSOCIATE MEMBER DESK WORKER APPLICATION | 38 |
| C. CALL FOR <u>CURRENT</u> EXHIBITING MEMBER JURY | 39 |
| D. CALL FOR EXHIBITING ARTISTS JURY | 40 |
| E. DAILY SUMMARY SHEET | 41 |

| | |
|---|----|
| F. DESK PARTNERS APPLICATION | 42 |
| G. EXHIBITING ARTIST RENEWAL FORM | 43 |
| H. FEATURED ARTIST OF THE MONTH | 44 |
| I. GALLERY INCIDENT REPORT | 45 |
| J. IN MEMORY OF | 46 |
| K. NAME TAG ORDER FORM | 47 |
| L. NOUVEAU ART ENTRY FORMS | 48 |
| M. OUTSIDE EXHIBITS FORM | 49 |
| N. REQUEST FOR REIMBURSEMENT | 50 |
| O. SHIPPING: CREDIT CARD INFORMATION FORM | 51 |
| P. SHIPPING: UPS FORMS | 52 |

IV. OPERATING MANUAL

V. BY-LAWS

VI. MEMBERSHIP DIRECTORY

**HOUSE AND PROPERTIES
BUSINESS CONTACT INFORMATION**

IF PROBLEMS ARISE, FIRST CALL COMMITTEE CO-CHAIR: WALTER CARTATEGUI: 904-225-9824

COMMITTEE MEMBERS

| | | |
|-------------------------|--|--------------|
| 1. WALTER CARTATEGUI | snakeman1954@yahoo.com | 904-225-9824 |
| 2. Jane Hedgecock | marthahedgecock@comcast.net | 904-403-4571 |
| 3. Emylee McBrearty | emyleem@aol.com | 904-491-0369 |
| 4. Karen McFadyen | mcfadyens@bellsouth.net | 904-261-3665 |
| 5. Barbara Martin-Davis | bcbcmartin@aol.com | 904-556-9110 |

| | | |
|---------------------------------|---|-----------------------|
| FB POLICE | | 277-7342 |
| FLORIDA PUBLIC UTILITIES | 261-3663 OR 277-1977 OR 1-800-391-3000 | |
| TELEPHONE/CABLE/INTERNET | COMCAST | 1-800-391-3000 |

| | | |
|---------------------------------------|-------------------------------|-------------------------|
| 1. CLEANING SERVICES: MAJOR DAMAGE | SERVICE MASTER OR SERV PRO | 227-2998 729-2401 |
| 2. ELECTRIC | BELL-REEVES | 261-7151 |
| 3. HOUSEKEEPING | DONNA STRAWGATE | 570-236 |
| 4. HVAC | JOHN FREEMAN | 335-7983 |
| 5. LAWN SERVICE | GARY HOLT | 742-4645 |
| 6. PEST CONTROL | BUG OUT | 277-3332 |
| 7. PLUMBING | J.D.PHILLIPS | 225-9972 |
| 8. ROOFING/GUTTERS | DARBY NICHOLS | 753-2722 (TEXT ONLY) |
| 9. TREE SERVICE | MEYERS TREE SERVICE | 261-2985 |
| 10. PINE STRAW | ABC PINE STRAW | 321-2628 |

IAA EXHIBITING MEMBERS

| ARTIST | | MEDIUM |
|---------------|----------------------|---|
| 1 | Badenoch Sharon | 2D Painting |
| 2 | Bennett Pam | 3D Glass, Stained & Fused, Oil Painting |
| 3 | Beychok Cori | Jewelry |
| 4 | Binnie Suzanne | 2D Painting |
| 5 | Breen Camille | 3D Glass, Metal & Jewelry |
| 6 | Cartategui Walter A. | 2D Pen & Ink |
| 7 | Clemens Michael | 3D Pottery |
| | | 2D Mixed Media, Metal Collage, Bas |
| 8 | Cowart Gwen | Relief, Embossing |
| 9 | Eflein Marilyn | 2D Painting |
| 10 | Fuller Barbara | 2D Painting |
| 11 | Haffey Sharon | 2D Painting, 2D Photography |
| 12 | Hamburg Diane | Fiber |
| 13 | Hedgecock M. Jane | 3D Wood & Baskets |
| 14 | Henderson Susan | 2D Painting |
| 15 | Hooks Pat | 2D Painting |
| 16 | Hultberg Richard | 2D Painting |
| | | 2D Photography, 2D Mixed Media, |
| 17 | Kinney William | Decorative Glass in gift shop |
| 18 | Kish Carol | 2D Painting |
| 19 | Krawiecki Lisbeth | 3D Pottery |
| 20 | Maley Vickie R. | 2D Painting |
| 21 | Martin-Davis Barbara | 2D Painting |
| 22 | Massing Paul | 2D Painting |
| 23 | Mateer John | 3D Glass |
| 24 | McBrearty Emylee | 2D Painting |
| 25 | McDannold Rebecca | 2D Painting |

IAA EXHIBITING MEMBERS

| | ARTIST | | MEDIUM |
|----|------------------|-----------|-----------------------------|
| 26 | McFadyen | Karen | 2D Painting |
| 27 | McKinney | Jim | 2D Painting |
| 28 | Moore | Roger | 2D Photography |
| 29 | Mozena | Louise | 2D Painting |
| 30 | Mullis | Georganna | 2D Painting |
| 31 | Murphy | Denise | 2D & 3D Glass, Mosaics |
| 32 | Porterfield-Izzo | Paula | 2D Photography |
| 33 | Quinlan | Mary | 2D Painting |
| 34 | Schraft | Susan | 2D Mixed Media |
| 35 | Sellner | Susan | 2D Painting |
| 36 | Shirley | Milt | 2D Painting |
| 37 | Stewart | Virginia | 2D Painting |
| 38 | Strobach | Marlene | 2D Painting |
| 39 | Taber | Carol | 2D Painting |
| 40 | Trowbridge | Karen | 2D Mixed Media |
| 41 | Weigel | Libby | Gourds |
| 42 | West | Pipar | 2D Mixed Media |
| 43 | Williams | Gretchen | 2D Painting, 2D Photography |
| 44 | Williams | Nancy | 2D Mixed Media |
| 45 | Winston | Joe | 3D Sculpture & Pottery |
| 46 | Withrow | Diane | 2D Painting |
| 47 | Wylie | Barb | 2D Painting, Gourds |

IAA STANDING AND SHRIMPFEET COMMITTEES, COMMITTEE MEMBERS AND COMMITTEE CHAIRS ARE LISTED IN THE MEMBERSHIP YEARBOOK DIRECTORY

DESK WORKER PROCEDURES FOR WORKING THE REQUIRED DAY A MONTH

OPENING THE GALLERY

It is advised that workers arrive 10-15 minutes early for opening preparation.

Suggestion: Take lunch to work. A refrigerator and microwave are in the back office.

Open the courtyard gates.

Unlock the main door. If the key is used from the lockbox, please be sure to spin the numbers on the lock box and return the key. Exhibiting members should be given a key to keep.

Do a **walk-through** of the gallery to look for anything amiss as lights are turned on. If anything criminal (an unknown person, vandalism, broken locks or windows, etc.) or potentially unsafe is noted, **exit the building immediately, and call the proper authorities when safely away.** Do not assume someone is no longer there, and preserve the building for evidence. **Keep yourself safe first.** Then call the Gallery Director or one of the officers. Always have a cell phone or the house phone in hand at this time.

Turn on the lights.

Front and side jewelry cases: Turn on the power strip at the desk.

Camille's jewelry stand is on a timer: Do nothing.

The nite lite stand: Turn on the power strip.

Back Gallery South wall: Switch on the light next to the storage room door.

Back Office light: The switch is on the facing side of the white bookcase to the left.

Also, look for tags on the floor and replace them by the appropriate art work. Check the inventory for the artist, if needed, to determine by which art piece it should be placed. If unsure or can't determine, call the artist for assistance.

Prepare the desk and gallery for the day.

Count the cash in the cash drawer and verify it is the same as the previous day's amount. If there is not enough cash, call someone to help, or take some bills and get some change if time allows before opening. It is advised that when preparing to go to work, collect about \$20 in ones, fives and a ten in bills and some coins, just in case someone forgets to call the day before about needing change. Note on the Daily Summary Sheet that this was a problem if no one calls about needing change.

Check the invoice box and refill it with invoices in the correct sequence if needed.

Check the credit card machine printer for paper and replace the paper if needed.

Check the restroom for supplies and replenish from the store room any needed supplies. Check for hand soap, toilet paper, and paper towels.

Garbage Cans: On Tuesday and Friday bring in the garbage cans before opening time from the street and roll them to the back storage area between the gallery and the AEC. If a worker is unable to handle the rolling sign and garbage can requirements, please work a different day, or ask someone to assist with it ahead of time.

If there is a problem that needs to be taken care of, please call the house and property chair.

Open Signs: No later than 10:30 am:

Turn the front window sign to open.

Turn the front door sign to open.

Place the outside open sign on the iron holders just outside the front door.

Take the rolling sidewalk open sign to the curb.

You are ready to greet customers for the day!

DESK WORKER PROCEDURES FOR WORKING THROUGH THE DAY

GREETING VISITORS

When a visitor enters the gallery, please stand and welcome them as you would in your own home.

If they are new to the gallery, tell them about it:

(i.e. ... This is a coop of Nassau County residents who are juried into the gallery. The gallery boasts a variety of art mediums. A coop means the artists all work in the gallery and serve on committees to run the gallery, the Shrimp Festival and various civic programs it sponsors.)

If you are engaged with a customer or phone call, look up and acknowledge their presence with a smile and welcome. When you are free with the other customer, please go to the visitor and follow the suggestions above.

Limit personal business while working.

Invite each visitor to sign the guest register. Explain that it is for informational purposes only; we do not give or sell names, addresses, etc. of our visitors and customers.

DO NOT GIVE ARTISTS' PHONE NUMBERS (unless it is on their business card.) Suggest the customer leave their number, and have the artist call them. Or, call the artist while they are there so the person may speak to them at the time. Do give out a business card if the artist has left one at the front desk.

THE DESK WORKER MAY NOT DISCOUNT ART WORK OR ADJUST PRICES UNLESS THE ARTIST HAS GIVEN PERMISSION. Check the inventory book to see if the artist has indicated a discount, but call them to verify.

Workers may not bring in new work to sell while working.

Selling work without a receipt is prohibited.

No signage may be displayed promising that the artist's profits will be donated to a personal cause.

As visitors leave, please respond with a good by and invite them to visit the gallery again.

TASKS THROUGH THE DAY

Sweep off the walkway.

Dust your OWN artwork.

Sweep inside the gallery.

Clean the glass cases.

Clean the front door glass and handles.

Refer to the calendar and call the next day's worker(s) to remind them to work.

Through the day, as sales are made, complete the Daily Summary Sheet with the information for that sale.

Call the worker for the next day to remind them they work.

Also, complete the attached Daily Check List as tasks are completed. This makes closing the gallery less confusing and faster.

COMPLETING SALES INVOICES

Fill out appropriate information completely and legibly. See the example. Include

- Sales person and date
- Artist name and description of the artwork purchased
- Inventory numbers are important! If the artist has one, use it.
- Add prices of the artwork sold, sub-total, add sales tax and total the cost.
- Write the customer's name and address and other contact information if they will do so. Explain the artist likes to keep a record of where their art is and who their patrons are. Sometimes artists send thank you notes. Also, this helps us contact the customer should the credit card fail.

If an error is made, do not throw away the invoice. Mark it "VOID" and submit it with the other invoices.

Call the artist whose work sold. They will need to replace it with another work.

Invoice Copies:

| | |
|-------------|---|
| White Copy | Place in the blue bag along with the stapled credit card Merchant Copy receipt if the purchase was charged. |
| Pink Copy | For the customer, along with the customer's credit card receipt if that was the method of payment. |
| Yellow Copy | Hang on the spindle above the desk. |

Password = Full current date for ex: January 1, 2016 enter: 01012016

To Process a Sale

- Enter the amount of the sale.
- Press Enter (green button). The machine will then ask that you enter, insert or swipe the card.
- Insert card in the chip reader slot.
- If it is not a chip card, swipe it.
- Have customer sign the merchant copy of the receipt, attach this to the white sales slip and place in the blue bag for accounting. Attach the unsigned customer receipt to the pink sales slip and give to the customer.

To Process a Void

Use the Void process when you need to cancel a transaction on the same day as it was entered BEFORE the machine has been batched for the day.

- Select the "FUNC" (function) key.
- Choose 7 for void.
- Enter the password if prompted.
- It will then ask for the transaction number which is on the printed sales receipt.
- After you enter the transaction number the machine will show the detail of the transaction.
- If that is correct, press enter (green button), if it is not correct, press cancel (red button).
- Attach receipts to the sales order being canceled, give customer their copy, and place receipts/sales order in the blue bag for accounting.

Refund/Credit

To refund a transaction that cannot be processed by a void, for example a transaction from a previous day, or a partial credit to the card for an incorrect amount.

- Select the "FUNC" (function) key.
- Choose 8 for return.
- Choose 1 for credit.
- Make sure the correct mode is displayed and enter the amount to credit.
- Insert card into chip reader (swipe if not a chip card).
- Attach the slip to the original sales order if available, give customer their copy if present and place receipts/sales orders etc. in the blue bag for accounting.

Batch

At the end of each day the machine must be batched to close your transactions.

- Select the "FUNC" (function) key.
- Choose 2 for Batch.
- Choose 1 for Batch Close.
- Attach the print out report to your daily sales sheet and put in the blue bag with sales slips.

To Process a Sale or Credit Manually

Use this if a card won't process any other way or for phone orders.

- Begin the transaction process as directed above.
- At the point where the machine asks that you enter, insert or swipe the card, key in the full card number, press Enter (green button).
- Follow Prompts: i.e.: expiration date, house number, zip code and security code. Then press Enter (green button) after each prompt.
- After all info is entered, transaction will process.
- For Sales: If present have customer sign the merchant copy of the receipt, attach this to the white sales slip and place in the blue bag, attach the unsigned customer receipt to the pink sales slip and give to the customer or place with item to be picked up or shipped.
- For Credits: Attach the receipt to the original sales order if available, give customer their copy if present, and place receipts/sales orders, etc. in the blue bag for accounting.

SHOULD THERE BE A QUESTION ABOUT WHETHER OR NOT A SALE GOES THROUGH THE MACHINE, CALL THE CREDIT CARD MACHINE COMPANY NUMBER AT THE TOP OF THIS INSTRUCTION. THEY CAN TELL IF IT DID OR NOT. AN EXAMPLE OF WHEN THIS MAY HAPPEN: IF THE PAPER RUNS OUT MID TRANSACTION.

DO NOT CHARGE IT AGAIN ON A DIFFERENT CREDIT CARD UNTIL YOU KNOW IT DID NOT GO THROUGH. ALSO DO NOT LET THE CUSTOMER LEAVE WITHOUT VERIFYING IT DID GO THROUGH. BE SURE TO GET THE CUSTOMER'S CONTACT INFORMATION JUST IN CASE.

DESK WORKER PROCEDURES FOR HANDLING MAIL

All business mail is delivered to our PO Box address, so very little mail is delivered to the front desk at the gallery. When mail does arrive, the desk worker should place it in the back office in the yellow folder next to the blue bag slot in the office.

Junk mail is placed in the trash basket. Catalogs of interest may be placed in the office area.

DESK WORKER PROCEDURES FOR SHIPPING PURCHASES

(TWO FORMS TO COMPLETE)

All shipping handled by Island Art Association will be charged to the customer's current credit card.

Customers who wish to pay shipping charges with cash or check will be directed to the UPS Store next to Publix on Sadler Road.

The customer must completely fill out a UPS shipping form and a credit card form NOTE THERE ARE TWO FORMS. The UPS Form is in triplicate. The other credit card form is a gallery made form. The credit card form will be shredded by the artist as soon as the information is given to UPS.

The artist whose work is to be shipped will take the artwork, the UPS shipping form, AND the credit card form to the UPS Store.

The shipper will charge the shipping costs directly to the customer from information provided by the customer.

The artist should email the customer with the shipping information: Date mailed, expected arrival and tracking number. Do this at the UPS office while there via phone/email, if possible.

1. SHIPPING FORM (See next page)

The customer should fill out legibly the UPS shipping form completely:

The section for the customer information: Name, address, date, phone, email. This information should be the same as tied to the credit card used.

The section labeled Sent to: Name to whom it is to be shipped, shipping address, receiver's phone, email, etc.

The other required information: Cost of item, whether or not it is to be insured, etc.

BE SURE THE CUSTOMER SIGNS THE FORM AT THE BOTTOM. READ THE INFORMATION BACK TO THE CUSTOMER TO BE SURE IT IS LEGIBLE.

2. CREDIT CARD FORM (See next page)

Customer's name, address, phone, email as tied to the credit card.

Credit card name, number, expiration date and 3-digit number on the back of the card.

(American Express has a 4-digit security code on the front.)

BOTH SHIPPING FORMS SAMPLES

CREDIT CARD INFORMATION FORM (Sample)

Include this form with the UPS shipping form. Both forms and the art piece are taken by the artist whose work is to be shipped to UPS. The artist will shred this form after UPS has been given the information. Print all information legibly!

CUSTOMER INFORMATION (AS TIED TO THE CREDIT CARD USED)

NAME _____
ADDRESS _____
PHONE _____
EMAIL _____

CREDIT CARD INFORMATION

CREDIT CARD TYPE: VISA MASTERCARD DISCOVER AMERICAN EXPRESS

OTHER _____

CREDIT CARD NUMBER _____

CREDIT CARD EXPIRATION DATE _____

CREDIT CARD 3 DIGIT SECURITY NUMBER ON THE BACK OF THE CARD: _____

- (American Express has a 4-digit security code on the front.)

**FILL IN ALL INFORMATION REQUESTED AND PRINT LEGIBLY.
READ THE INFORMATION BACK TO THE CUSTOMER TO BE SURE IT IS LEGIBLE AND CORRECT.**

DESK WORKER PROCEDURES: OTHER IMPORTANT INFORMATION

Specific Program information: See individual sections in this book for

- **Art Education Center**
- **Children's Art**
- **Featured Artist**
- **Nouveau Art**
- **Outside Exhibits**

DELIVERIES

Do not sign for deliveries unless everything listed on the packing slip has arrived. Items not delivered should be noted and the driver and gallery worker sign. Notify the officer or committee chair whose name is on the shipping label that a package has arrived. Place it in the back office if you can.

DAMAGES AND/OR BREAKAGES

When a customer damages or breaks artwork, the customer is responsible for paying for the damages.

1. Call the artist immediately.
2. Deduct the 30% commission from the price, and complete an invoice noting the price change and why.
3. Or, charge for the cost of repair of art if it is able to be repaired.

Please complete the Gallery Incident Report for any damages.

IN HONOR OF /IN MEMORY OF

If someone wishes to donate to the gallery in honor of or in memory of someone

1. Obtain the desired card and an envelope for the card from that section in this notebook or from the office.
2. Make out the receipt as usual completing all information.
3. Any amount of a donation is accepted.
4. On the receipt, put the name of the person being honored or remembered. This is required for scholarship fund records.)
5. Give the card and envelope to the person making the donation with our thanks.

INCIDENT REPORT

Complete the Gallery Incident Report for any unusual occurrences. These might include, but not be limited to, refunds, voided sales, damaged items, returned items, gallery accidents, etc.

ITEMS TO BE PICKED UP BY MEMBERS

There is an orange box in the CD Drawer for items to be picked up by members. Do not leave items for members on top of the desk, on the cork wrapping surface or taped to the wall. Leave larger items in the office in the green bin. Officers have folders for mail or paper items in the back office. Please keep the front desk area uncluttered. Call anyone for whom items are left so they can pick up ASAP.

UPDATE YOUR OWN INVENTORY BOOK AND WORKER HOURS.

BOTH OF THESE DOCUMENTS ARE IMPORTANT.

THE INVENTORY RECORD IS THE OFFICIAL RECORD OF WHAT IS CURRENTLY IN THE GALLERY AND WHAT HAS BEEN IN THE GALLERY. USE IT TO CHECK YOUR PAY. IT WILL BE IMPORTANT FOR PROOF IN CASE OF THEFT OR DAMAGE.

THE WORKER HOURS LOG IS IMPORTANT TO OUR STATUS AS A 501 C3 ORGANIZATION AND IN PROVING THAT GALLERY COMMITMENTS HAVE BEEN MET.

DESK WORKER PROCEDURES FOR CLOSING THE GALLERY

Bring in the open sign outside the front door and the rolling sign from the curb. Flip over the open sign hanging on the front door to closed and put the front window sign on the floor.

Monday and Thursday: After collecting all the trash from the building, take it to the outside garbage can and take the outside trash can(s) to the front curb. If you are physically unable to move the trash bins, please schedule yourself on another day.

Check all gallery doors – front, back and side – to be sure they are locked.

Complete the Daily Summary Sheet and attached Daily Check List.

Daily Summary Sheet: Enter sales in the appropriate columns and total all columns. It is easier to do this through the day as sales are made. Then just check it against the invoices at the end of the day. See completed sample.

Count the cash. Leave approximately \$100 in the cash box for the next day's worker. If there are only large bills, such as 20s and very few small bills or little change, call the worker for the next day so they know to bring change for the next day. Put extra cash in the blue bag and indicate it.

Enter the cash box total on the Daily Summary Sheet.

Separate the Daily Summary Sheet from the Daily Check List. **Sign /date both.**

SETTLE THE CREDIT CARD SALES:

Batch

At the end of each day the machine must be batched to close your transactions.

- Select the "FUNC" (function) key.
- Choose 2 for Batch.
- Choose 1 for Batch Close.
- Attach the print out report to your daily sales sheet and put in the blue bag with sales slips.

Staple the receipt to the invoice it matches. It is better to do this as each transaction is completed in the day.

Record the Credit Card Batch number on the Daily Summary Sheet, and staple it to the Daily Summary Sheet.

Place the white sales invoices along with the checks, stapled credit card receipts, balance of cash and Daily Summary Sheet in the bank bag. Place it in the slotted box on the inside office wall. Place the Daily Check Sheet in the Blue plastic folder in the office by the cash box.

It is essential that each person settles at the end of their shift. If a problem arises, please call for help or leave a note of explanation in the cash box, so there isn't a problem for the next worker and treasurer.

Take out the garbage at the front desk, office and restroom to the outside cans, and replace the bags. This should be done each day.

Walk through the gallery and note any issues again. Be sure there are no visitors left in the building.

Turn out the lights in the gallery: (See the list for opening the gallery.) Then turn out the main gallery lights on the way out of the gallery.

Lock the door. If the lock box is used, replace the key and spin the numbers so they don't show the code.

Close the courtyard gates – front and side.

If customers are still in the building at 5pm or 8pm, close and lock all doors and bring in signs. Tell the customers inside you have done so, but make them feel welcome to complete any transactions. Know you may have to stay an extra few minutes to customers can complete their shopping.

PLEASE PLAN ACCORDINGLY AND REMAIN OPEN AS REQUIRED UNTIL THE CLOSING TIME STATED (5:00 PM/8:00PM)!

IT IS IMPORTANT TO CUSTOMERS THAT OUR OPEN AND CLOSE TIMES ARE RELIABLE.

Thank you for a job well done!

DAILY SUMMARY SHEET

DATE: **SAMPLE**

Beginning cash box amount: \$ _____

Ending cash box amount: \$ _____

- NOTES: 1. Leave \$100 in the cash box.
 2. Contact the next day's worker if change is needed.
 3. Remember the 7% sales tax.

| INVOICE # | CHECK | CHARGE | CASH | TOTAL |
|---------------|--------------|---------------|--------------|---------------|
| 35488 | 39.95 | | | 39.95 |
| 35489 | | 85.50 | | 85.50 |
| 35490 | | | 20.95 | 20.95 |
| 35491 | | 50.45 | | 50.45 |
| 35492 | 15.50 | | | 15.50 |
| 35493 | | | 18.95 | 18.95 |
| 35494 | | | 10.50 | 10.50 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| GRAND | 55.45 | 135.95 | 50.40 | 241.80 |
| TOTALS | CHECK | CHARGE | CASH | TOTAL |

Credit card batch number **08543**

I certify these amounts are correct.

Signed: *Jane Doe*

Please double check all entries for accuracy. For more than 15 entries, use additional sheets.

Separate and put this Summary Sheet in the blue bag.

DAILY CHECK LIST

Were you called yesterday to remind you to work? Y ___ N ___
 Did you observe any problems when you came in today? Y ___ N ___
 If yes, please specify on the back.

UPON OPENING

- ___ Count money in the cash box.
- ___ Turn front window sign and door sign to open and put the open signs outside.
- ___ Open the front gates
- ___ ON TUESDAY and FRIDAY: Bring in trash cans from the street.
- ___ Turn on lights: Desk area wall lights, 2 power-strips for the jewelry cabinets, the power-strip for gift shop area, and the switch by the south storage door.
- ___ Replenish front desk supplies.

DURING YOUR SHIFT

- ___ Fill in your workhours.
- ___ Check your inventory and tags. Update the inventory book.
- ___ Fill out invoices completely and accurately.
- ___ Call artists who have a sale. No need to call for sales of cards, books, reproductions or unframed originals.
- ___ Call the gallery worker for the next day.
- ___ Between customers, dust, sweep or Swiffer mop floors, tidy the bathroom, replenish supplies there. Familiarize yourself with the *Procedures and Forms Book*. Keep jewelry cases clear of materials on top.

UPON CLOSING

- ___ On Mondays and Thursdays: Empty all trash cans to garbage bins and take the bins to the curb. Put new liners in the indoor cans.
- ___ Turn front window sign and door sign and bring in the outside open signs.
- ___ Check and lock the doors: Front, side and back.
- ___ Count money and complete the Daily Summary Sheet. Transmit sales on the credit card machine and record the batch # on the summary sheet. **Sign it.**
- ___ Complete the Daily Checklist. **Sign it.** Separate it from the Daily Summary Sheet. Put the Daily Summary Sheet and extra cash in the blue bag. Place the blue bag in the slot in the back office on the wall. Place the Daily Check List in the folder marked "Daily Check Lists".
- ___ Turn off ALL Lights. (See Procedures Book for list.)
- ___ Lock the front door and close all courtyard gates. (Do not lock the gates.)

Signed: *Jane Doe*

Date: _____

DESK WORKER PROCEDURES FOR THE ART EDUCATION CENTER (AEC)

Check the AEC book to answer questions about scheduled classes.

The schedule is listed also on the website.

If someone calls to schedule a rental, direct the caller to contact the 3rd Vice President, chairperson of the AEC, for date availabilities.

Rates

- Not for profit art related event for members: \$25 per side per 4-hour session
- For profit events for members: \$35 per side per 4-hour session
- Non-member rentals: \$45 per side per 4-hour session

PROCESSING PAYMENTS FOR THE AEC RENTALS

1. Filling out the invoice: Include
 - a. Date/time of the rental period
 - b. Name of the renter/instructor, etc.
 - c. 7% sales tax
2. Completing the invoice copies
 - a. Make a copy (copy machine in the office) of the invoice and place it in the white AEC Binder located in the bookshelf at the gallery desk.
 - b. Give the pink copy to the renter.
 - c. Place the white copy in the blue cash bag.
3. Do not accept payments for classes. Payments for classes should be made directly to the instructors. EXCEPTION: Occasionally, there will be signup sheets for IAA sponsored classes. Process payments for these events as outlined on the signup sheets.
4. Please refer to the AEC RENTAL GUIDE BROCHURE OR AEC BINDER for information such as rental fees, session schedules, applications and other information. Current rental calendars are located at the gallery desk, in the white AEC Binder and on the gallery and AEC bulletin boards.

PLEASE DO NOT SCHEDULE OR NEGOTIATE INQUIRIES FOR EDUCATION CENTER RENTALS.

SCHEDULING SHOULD BE REFERRED TO THE AEC COMMITTEE CHAIR.

DESK WORKER PROCEDURES FOR ASSOCIATE MEMBER VOLUNTEERS

Associate members may apply to volunteer as desk workers under the following guidelines.

1. The applicants must be IAA members (associate, student {18 or older} or family memberships) in good standing (Paid dues).
2. The applicants must be trained formally by an Exhibiting Member as assigned by the Gallery Director or designee.
3. Training consists of the same training points as for Exhibiting Members.
4. Associate members must sign up to work by signing the calendar at the front desk on the day they want to work by the 20th of the preceding month in a space reserved for associate member workers.
5. Associate members must work with an exhibiting member at all times. Associate members may not work alone any part of the work day or with only another associate member.
6. Exhibiting members may not vacate the gallery at all (Violation of contract) leaving an associate member staffing the desk alone or with another associate member.
7. Associate members must work at least a half work day shift when working. (i.e.: 10:30 - 1:45, 1:45 - 5:00. Four-hour night shifts should be worked for no less than 2 hours.) They may choose to work full shifts, however.
8. If 2 exhibiting members or 1 exhibiting member and 1 associate member are already staffed for a shift, the associate member MUST choose another time slot. (i.e.: If 2 people are signed up to work already, the associate member may not choose that shift.)
9. Associate members are not responsible for locking and unlocking the gallery. Keys and combinations will not be issued to associate members.
10. Desk workers must call the associate member scheduled to work the next day in addition to calling the exhibiting member scheduled to work the next day.
11. Associate members should record their volunteer work hours in the Work Log Book. A page will be created for each associate volunteer in the program and placed in ABC order as to last name.

DESK WORKER PROCEDURES FOR THE BUDDY SYSTEM GUIDELINES FOR NEW EXHIBITING MEMBERS

Each new exhibiting member will be assigned an exhibiting member buddy by the gallery director as soon as the applicant is accepted in the gallery.

The current member buddy should be an exhibiting member in good standing. Efforts to pair people who would like to work with each other will be another priority.

Being a buddy is not a committee assignment substitute.

The buddy will assist the new members as follows

1. Welcome new colleagues to IAA! Talk with them about the benefits and your own enjoyment of the IAA Gallery.
2. Review the gallery history. Emphasize the pride in our gallery and the history made with the gallery being a successful business for over 40 years.
3. Discuss with them the requirements to be fulfilled before they can exhibit and assist them to fulfill them. (See Operations Manual Section 3.)
4. Discuss with them the Procedures and Forms Book, the Operations Manual and By-laws in depth.
5. Show them how to enter information for the Calendar, Inventory, and Work Log Books. Explain the importance of the entries.
6. Offer them best practice tips on customer service while working – greeting the customer, offering assistance, dress, supporting/respecting the other artists in the gallery, etc.
7. Answer questions about hanging their own art.
8. Discuss the various programs offered through IAA.
9. Discuss the Standing Committees and Shrimp Festival Committees so they are familiar with the responsibilities for each one.
10. While they will get hands-on training at the front desk over the 3 required training days, schedule one work/training day together, if possible.
11. Invite them to attend with you a Nouveau Art, Featured Artist, Artwalk or other gallery event or workshop soon after they are accepted.

APPROVED 6-12-2017 BOARD MEETING

DESK WORKER PROCEDURES FOR THE CALENDAR REQUIREMENTS

Each exhibiting artist is obligated to sign for a full work shift per month on the calendar by the 20th of the preceding month. All work shift slots must be filled.

Double signing with another member may be elected only after all open slots are filled.

Each artist must work the entire shift unless the artist has applied and been approved for the Desk Partner Program. Artists may not double sign for a short (4-hour) shift.

Artists who have full time jobs must be given priority for selecting work shifts (This does not apply to artist's studio time.).

Full work shifts are listed on the work calendars.

An artist may not work two days in one month because they will be gone in another month, except with the approval of the person handling the calendar. It is the artist's responsibility to arrange for someone to switch days with them if the person must be away. See the leave policies in the Operations Manual. There are avenues to follow should an artist need leave for more than one month.

If an artist must change the scheduled work day, notify the person handling the calendar and make sure the desk calendar is changed. There are no exceptions except in extreme cases.

DESK WORKER PROCEDURES FOR REGISTERING CHILDREN'S ART CLASSES

Check the Children's Art Book to see what classes and dates are available. This includes summer camp.

If there are openings, add the information requested.

There is a waiting list to add the name if space is not available. Be sure the patron knows they have been added to a wait list and explain they will be called if space opens for them.

Please call the chairperson to let them know you added a name.

DESK WORKER PROCEDURES FOR CALENDAR DESK PARTNER INFORMATION

Becoming desk partners allows two artists to share two work days at the gallery on day shifts only. Night shifts may not be partnered. Each desk partner works a half day on two different days each month. It is the artist's responsibility to see that both days are covered. If the artist or partner cannot work a half or one of the days, then it becomes the responsibility of the partner artist to work the full shift. This is not the same as double signing. When artists double sign, both work the entire 6.5-hour shift.

As a desk partner, the artist works 3.25 hours on the two days for which they signed to work. The top name on the calendar will work the morning shift from 10:30 – 1:45 pm. The second artist's name below will work the afternoon shift from 1:45 to 5 pm. In order to assist in keeping track, the artists should include - on the calendar - the date of the second day below the second name (example: Wed. 5/20) on both days.

Applications to become desk partners are in the Forms Sections.

Names of Desk Partners (Print) _____

(Print) _____

We agree to schedule for a day shift (Weekday or Saturday only). We understand that we cannot desk partner an evening shift.

We will indicate on the calendar the date of the second day on each day.

We understand that it will be our responsibility to see that our two days are manned by us.

We will work a full day if our partner cannot attend.

We agree to all the terms listed above.

Signed _____ and _____

Date _____

DESK WORKER PROCEDURES FOR THE FEATURED ARTIST SHOW REGISTRATION/PAYMENT

- Applications for the Featured Artist Show will be available at the front desk in October.
- The featured artist must pay \$50 at the front desk. Be sure to include on the receipt the artist's name, amount for \$50, (no tax) and note that it is for the Featured Artist fee and for what month the featured artist will show. That fee helps with purchasing refreshments for the evening.
- There is an inventory book specifically for Featured Artist Inventory, not the Exhibiting Artist Inventory Book, and it is labeled so on the cover. It has an inventory sheet for those featured artists wanting to record their pieces brought in for the show. It is not mandatory, but it does help if there is a question about the art.
- When the featured artist arrives to hang or take down their work, the desk workers may advise if requested and if they are not busy at the front desk, and feel comfortable doing so. But they are not free to help hang; they need to be at the front desk. Featured artist are given this information.
- The artist may use the IAA hanging hardware and unused pedestals or shelves for their work if needed.

GUIDELINES FOR THE FEATURED ARTIST

Being a Featured Artist of the Month provides an opportunity for Associate Members to have a one man show within the gallery for one month. All Associate Members are eligible to enter the drawing. In 2015, the Board of Directors agreed that this event should be open to Associate Members only. Exhibiting Members no longer may enter this show unless there are not enough associate members who want to enter the drawing.

Selection Guidelines and Procedures

- Applications for the Featured Artist Show will be available at the front desk in October.
- Interested artists should read all the requirements before entering the drawing.
- A random drawing for dates/artists for each show is held at the November general meeting annually.
- Artists who showed the previous year may not enter the next year's drawing unless all 12 months and the 3 alternate positions have not been covered by new artists.

Exhibiting Requirements

The display space for Featured Artist is in the designated area of the East gallery or as determined by the Gallery Director. Each artist should preview the space to be aware of the size of the space. (approximately 4' x 6')

Several weeks before the selected artist's show starts (which is always the first day of the month of the show), he/she should contact the artist showing before them to agree on how to switch out work. The previous artist must take down their art so that the next artist can put up art by the first day of the month of their show. Usually, artists switch out late in the day on the last day of the month, or just as the gallery opens on the first day of the month.

Next, prior to the month of the show, pay \$50 at the front desk. Be sure the desk worker artist includes on the receipt the artist's name, amount for \$50, (no tax) and note that it is for Featured Artist and for what month the featured artist will show. That fee helps with purchasing refreshments for the evening.

Advertising and/or sending out invitations or not, is at the artist's discretion and expense. IAA publishes general publicity about the evening only.

There is an inventory book specifically for Featured Artist, and it is labeled so on the cover. Ask for the Featured Artist Inventory Book, not the Exhibiting Artist Inventory Book. It has an inventory sheet for those artists wanting to record their pieces in the show. It is not mandatory, but it does help if there is a question about the art. As a precaution, carefully label on the back of each painting, the name of the painting, at least. Tags sometime get moved or lost.

There are art hangers at the front desk to hang the 2D work. All 2D work must be hung according to the guidelines in the IAA Procedures Book at the front desk. Use wire hangers only. Saw tooth hangers are not allowed. All 2 D work must be hung. 3D work must be securely displayed. Please work with the gallery director for display pieces. The artist may need to bring in their own pedestals with approval from the gallery director. The gallery director reserves the right to determine if displays are allowed or not. Absolutely no work may be rested on the floor unless it is a 3D piece designed to do so. Artwork may not cover any part of other work on display.

The artist should bring a computer generated or professional printer generated name sign for the exhibition space. Note the ones for the exhibiting artists and please create one similar in size and type.

There are tags for labeling work at the front desk. Complete one for each piece entered in the show. Tags require title, medium, price and artist's name. Please print neatly and clearly.

For hanging work, please schedule ahead of time for a friend or relative or another exhibiting or associate member to help physically hang the work, if needed. The desk workers are usually happy to advise if they are not busy at the front desk. But they are not free to help hang, so please do not plan for their assistance. They need to be at the front desk.

The opening reception will be held on the Second Saturday of each month from 5-7 pm. A schedule is published each year of the dates. Refer to the Gallery website, yearbook and/or newsletters.

The artist is required to attend the reception for the Featured Artist and Artwalk during the entire evening (5 pm to 7pm) to help the Gallery Reception committee and to answer questions about the work. Patrons enjoy meeting the artist and reviewing the work.

The artist should periodically check the art exhibit through the month to assure that the work is clean and neat, tags are still on the wall, to check sales, etc. A desk worker should call the artist if work is sold, on the day it is sold. A replacement piece may be hung and tagged.

Checks for work sold are issued at the end of the month. A 30% commission is charged on all artwork sold.

Finally, toward the middle of the month of the show, the artist of the current month and the artist of the next month should contact each other to schedule the change out of artwork. One artist should not hang until the previous artist's work is removed by the owner of the artwork. Do not remove another artist's work. The current artist should be considerate to have their work off the walls no later than end of day on the last day of their show. Any issues can be resolved by calling the gallery director for assistance. We do not want a blank wall between shows, please.

FEATURED ARTISTS FOR 2017

January: Leslie Urban

February: Chad Bridges

March: ~~Libby Weigel~~ Deb Sholly will replace Libby in March

April: Pat Hooks

May: Shari Riepe

June: Jose Garcia

July: Joe Winston

August: Lorraine Kilmer

September: Jim McKinney

October: ~~Craig Impink~~ Barbara Hopkins will replace Craig in October

November: Pipar West

December: Ana Diaz

Alternates are

1st Alternate: Deb Sholly Replacing Libby Weigel in March

2nd Alternate: Barbara Hopkins Replacing Craig Impink in October

3rd Alternate: Amy Cook

4th Alternate: Barbara Davis

5th Alternate: Charli Leniston

6th Alternate: Barbara Noden

DESK WORKER PROCEDURES FOR REHANG DAYS AND REHANGING WORK SOLD

The desk worker does not participate in rehang activity. The desk worker is required to man the front desk and assist customers while rehang activities occur. Rehang is encouraged to take place before or after gallery hours, however.

If art is sold resulting in a vacant space, the **gallery worker on duty** should make minor adjustments to the display area to fill in the vacated space. The artist on duty should contact the artist whose work sold to provide a replacement of their art work. If additional work is not available, the gallery director may assign work by other artists to fill the available space. (Operations Manual: 3.3.18)

PLEASE REVIEW THE OPERATIONS MANUAL – CHAPTER III – GALLERY PROJECT OPERATIONS – SECTION 3.3. GALLERY RULES AND 3.4 PRESENTATION OF EXHIBITED WORK - FOR ALL REQUIREMENTS FOR HANGING AND DISPLAY OF ARTWORK.

2017-2018 Rehang Dates

Monday, June 12, 2017, 9:00 am: 3d Artists
Tuesday, June 13, 2017, 9:00 am: 2d Artists

Monday, September 11, 2017, 9:00 am: 3d Artists
Tuesday, September 12, 2017, 9:00 am: 2d Artists

Monday, December 4, 2018, TBD (Working around Art Nouveau): 3d Artists
Tuesday, December 5, 2018, 9:00 am: 2d Artists

Monday, April 9, 2018, 9:00 am: 3d Artists
Tuesday, April 10, 2018, 9:00 am: 2d Artists

DESK WORKER PROCEDURES FOR PROCESSING NEW OR RENEWAL MEMBERSHIPS

When a person requests to join as a new member or to renew a membership, pull the green Membership Notebook from the cabinet at the front desk, and follow the directions.

MEMBERSHIP COSTS

- \$10: Student membership
- \$50: Associate membership
- \$85: Family membership
- \$125: Exhibiting membership (Only artists who have been juried to show artwork may join as exhibiting members.)

Memberships run per our fiscal year: July 1 through June 30. **Members who join anytime between January 1 – June 30, pay half price. The price is NOT prorated less than a half year's membership cost.**

Pull a membership form, and ask the customer to complete it.

Write an invoice for the appropriate membership fee and process it as any other invoice except there is no tax.

INVOICE COPIES: Make a copy of the white invoice copy on the copier in the office, and the put that copy along with the membership form stapled to it in the front of the membership notebook as indicated. The membership chair will process the information at a later time.

The original white invoice copy should be placed in the blue bag, the yellow copy put on the spindle and the pink copy goes to the customer.

Ask the customer if the membership is a new one or a renewal and indicate it on the invoice. (i.e. Write New membership or Renewal membership).

Give them a Member Directory if they do not have one.

Be sure to get the customer's full personal information (write legibly) and explain their information will be in our directory if obtained before the directory is printed in late August.

Ask the customer if they want to be involved in any of the committees and be sure they indicate their choices on the membership form.

Explain the perks of membership as printed on the membership form.

NAME TAGS: Ask the IAA Member if they want a name tag. If so, there is a fee indicated on the form which they need to complete. Name tag ordering forms are in the green membership notebook. An invoice will need to be completed for that cost, plus tax. The completed name tag order form should be placed in the green membership notebook for the membership chair to process.

EXHIBITING MEMBER CONTRACT: If processing a membership for an exhibiting member, be sure to pull an exhibiting member contract from the green notebook and have the artist complete it and submit it with their renewal. Place the completed form in the green membership form where indicated.

DESK WORKER PROCEDURES FOR THE NOUVEAU ART PROGRAM

SUBMISSIONS: INSTRUCTIONS FOR TAKING ENTRIES:

Make sure the artist (must be 21 years or older) has the Nouveau Art entry form filled out in duplicate for each artwork, (2 copies per art piece). Two art pieces are allowed. Be sure all information on the entry form is completed. Information needed includes

- Contact Information: Artist's name, address, email, phone number(s), member/non-member
- Artwork Information: Title, medium, size, price

Payment:

The artist may pay at the desk or may enclose the form and a check or cash in an envelope to put with the artwork which the gallery worker will then place in the back office.

If the artist pays at the desk, the gallery worker must complete the Gallery Invoice noting the

Artist information:

Artist's name, address, email, phone number(s)

Whether an IAA member or non-member

Method of payment (check, cash, credit card)

Notes: Nouveau Art must be written on the invoice

Invoice: Be sure all copies are legible, then place the invoice copies as follows

Yellow copy on the spindle.

White copy in the blue bag.

Pink slip with the artwork and entry forms.

PROCESSING SALES FROM THE SHOW (ONCE ART IS HUNG)

If artwork sells from the Nouveau Art Show, please place a red sticker dot marked "Sold" on the title tag of the work. Call the artist to place a photo of the work on the wall in place of the artwork.

PURCHASING OPTIONS

Local buyer purchasing the work: Ask the buyer if they would consider leaving the artwork until the end of the show or through the Opening Event (Second Saturday Artwalk).

If yes, completely fill out the invoice, process the payment and write on the invoice the buyer will pick up the work at a later time. The buyer will bring the pink copy of the invoice to the Gallery when picking up work.

If no, call the artist and notify her/him that the artwork is sold and taken out of the gallery.

Out of town buyer purchasing work from the Nouveau Art Show and wishing it shipped: Ask the buyer if they would consider leaving the artwork until the end of the show or through the Opening Event (Second Saturday Artwalk).

If yes, completely fill out the invoice, process payment and write on the invoice that the Artist will ship the work at a later time. On the back of the work, attach an envelope containing a copy of the invoice and completed shipping form (Be sure to fill out the shipping form completely. Call the artist to let them know to ship the artwork at a later time according to the buyer's preference. The artist does not pay for shipping. Be sure you get all credit card information needed - the buyer's name, address, phone number are the same as attached to the credit card. Also, record the credit card number and the 3 digit CRV number on the back.) See the shipping instructions section.

If no, call the artist and notify her/him that the artwork is sold and needs to be shipped to the buyer.

Out of town buyer purchasing work from the Nouveau Art Show and taking the work with them:

Handle as a regular sale. The buyer may want to take the work to UPS (Next to Publix) to ship it. Notify the artist the artwork has been sold and taken out of the gallery. They should bring a photo of the work to place in the gallery next to their tag.

2017

June/July – “America the Beautiful”. Receiving Jun 5; Reception Jun 10. Chair Rosemary Skidmore

August/September – “Sunshine”. Receiving Aug 7; Reception Aug 12. Chair Barb Wylie

October/November – “Autumn Colors”. Receiving Oct 2; Reception Oct 14. Chair Marlene Strobach

December – “Celebrate”. Receiving Dec 4; Reception Dec 9. Chair Diane Hamburg

2018

January – “Celebrate” continues. Chair Diane Hamburg

February – Nassau County High School Student Art Show. Chair Denise Murphy

March – Members' Show “Splash of Color”. Chair Karen Trowbridge

April/May – “People”. Chair Jim McKinney

What is Nouveau Art in the South Hall?

The **Nouveau Art Show** promotes the arts in Nassau County by allowing more artists to show their work in the art gallery, by inspiring artists, and by insuring a continuous flow of NEW artwork for the public to appreciate. Nouveau Art Shows began in 2004 when the Island Art Association (IAA) received funding for the 2004 year from the Community Foundation in Jacksonville. Without this initial help, these very special art shows may not have been possible.

Nouveau Art is a themed, juried show, occurring every two months, except for February, which is the Nassau County Student Show, and March, the Island Art Association's Members' Show. It is displayed in the South Hall as a separate show from the exhibiting art in the IAA Gallery. Prize money is awarded for Best of Show and first, second and third places. A reception is held on the evening of the Second Saturday Artwalk after judging. Awards are announced at that time.

ENTRY REQUIREMENTS

- Nouveau Art is open to ALL ARTISTS, **21 years or older.**
- A maximum of two art pieces is allowed.
- Artwork is submitted from 9 a.m. to noon on the designated dates at the gallery. The entry form will be provided.
- **The themes of the shows, dates and times of submissions and opening receptions can be obtained from the IAA newsletter, at www.islandart.org and at the IAA Gallery (904-261-7020).**

COST

- IAA members: \$15 for 1 piece; \$25 for 2 pieces.
- Non-members: \$25 for each submission.
- Entry fees are non-refundable.

ELIGIBLE WORK

- Artwork must be original and not displayed in the IAA Gallery previously.
- Artists should adhere to the theme of each show. Not doing so may result in the juror deeming the work unacceptable.
-

SIZE LIMITATIONS

- **Two-dimensional works** must be ready to hang (display). Artwork must have professional hanging wire. Saw tooth hangers or hooks will not hang on the slat walls. Coated wire is appreciated. Work size is limited to 144 inches (36" by 36") outer measurements of the frame. Frames should be professional in appearance. Artwork should be dry.
- **Three dimensional pieces** should be properly finished with a sturdy base. Size limit is no more than 144 inches, outer measurements. You may need to bring your own stand. Please be familiar with our gallery space.

ARTIST SUBMISSION AGREEMENT

- Artwork not selected must be picked up within two (2) days after submission.
- All accepted work must remain in the show unless sold or until the show ends.
- If approved by the chairman, it may be picked up no sooner than two (2) days prior to the close of the show.

JURORS

The juror's decision is final. Artists must recognize that the juror may not accept their work. Space limitations will require the juror to eliminate some submissions. Awards and eligibility are the sole discretion of the juror.

AWARDS

- Prize money is awarded for Best of Show, first, second, and third places.
- Awards are announced and given at the opening reception which is held on the evening of the Second Saturday Artwalk after judging. Award winners are called prior to the reception.
- **Winners are requested to be present for the award presentations. Everyone is encouraged to attend.**

SALES INFORMATION

- All artwork must be entered for sale. The gallery takes a 30% commission. Payment for sold works is made via check by mail shortly after the end of the month when accounting has been completed.
- If artwork is sold from the Nouveau Art Show, the customer may take the work with them. We do ask if they would leave the work until the end of show, but it is not mandatory.
- Because the show is juried, the seller may not replace the work with another piece, but is asked to place a photo of the sold work beside the ID tag and write SOLD on the tag.
- As work is sold from the show, a committee member will move work around to keep the show looking attractive.

OTHER IMPORTANT INFORMATION

- The Island Art Association (IAA) is not responsible or liable for damage to, loss of or theft of artwork.
- Entrants do not have to work the gallery desk each month they exhibit in Nouveau Art.

DESK WORKER PROCEDURES FOR OUTSIDE EXHIBITS

CURRENT VENUES

1. **BAPTIST MEDICAL CENTER NASSAU**
Contact: Patricia Hausauer in the Administration Office off the main entrance

2. **AMELIA SEASIDE INN:**
Contact: Check in with the desk clerk on duty

Where ever the art venue is located, the procedures are the same.

1. The patron informs the designee at the venue that they intend to buy an art piece.
2. The venue designee instructs them to take the artwork's tag to Island Art Association.
3. The patron goes to Island Art Association with the tag for the piece they wish to buy.
4. They complete the purchase at IAA as they would any purchase at the gallery.
5. The gallery worker should indicate on the invoice from which venue the art was sold.
6. The gallery worker should attach the tag from the venue to the white receipt copy.
7. If the buyer is taking the art with them, they go back to the venue, check in with the designee and show them the pink copy of the invoice and get the art piece.
8. If they want the artwork shipped, they take their copy of the invoice and complete the shipping information leaving the shipping information with the IAA gallery worker.
9. The gallery worker should follow procedures for shipping, making sure all pertinent information is completed. Remember: no tax is charged if shipped out of state. (Shipping forms are in the procedures book).

THE FOLLOWING INFORMATION IS IMPORTANT TO RECORD CORRECTLY!

REMEMBER THERE ARE TWO SHIPPING FORMS: UPS and the Gallery credit card form

- a. All credit card information (type of card, card number, exp. date, CVC or CSC 3-digit number (4-digit for American Express) on the back of the card.
 - b. The buyer's personal information: (Must match the credit card used): Name, address, phone numbers, email
 - c. Shipping address if different than the credit card address. Please be complete.
10. The two shipping forms should be completed at the gallery by the patron (buyer) and reviewed carefully by the gallery worker for completeness and legibility. Read the information back to the customer.
 11. The gallery worker then calls the artist to tell them to pick up the artwork at the venue where it is located and pick up the two shipping information forms at the gallery to ship the art for the buyer.
 12. In all cases, please inform the chair person for outside exhibits and the artist that a piece has been sold.

CHECKLIST FOR FRONT DESK TRAINING OF NEW EXHIBITING ARTISTS

Review the

1. Items on the Daily Check List labeled “Upon Opening” and “Upon Closing.” Stress the importance of checking each item off every time the artist works to assure that all tasks are completed.
2. Daily Summary Sheet. Explain the importance of completing each blank. Show the artist where the sheets and blue bags are kept. Remind them to call the gallery worker for the next day if more change is needed in the cash box.
3. Directions for using the credit card machine. Show them where replacement tape is located.
4. Locations of all supplies at the desk and in the back office they may need. Remind them to notify the gallery director if supplies are low.
5. Volunteer Hours Log Book and discuss with them the importance of logging in hours, how those are recorded, and how they are used.
6. Inventory Book and how to record their artwork activity.
7. Procedures for shipping art work that customers purchase.
8. The art tags for art work and where the tags are located. They should complete two tags per art piece: one for the wall and one for the back or bottom of the work unless they use another method to label their work. The wall tags supplied by the IAA are required for the wall.
9. Requirement to call artists whose work sells on their work day (other than cards, books, reproductions and unframed originals.)
10. Location of the cleaning supplies and make sure they understand that housekeeping – grounds, main gallery and bathroom - and checking supplies are part of the job.
11. Procedures and Forms Book and answer all questions they have. REVIEW IT PAGE BY PAGE. Remind them it is online at www.islandart.org, then Member Information, then Procedures and Forms Book.
12. Be sure they understand that if forms are running low, it is each artist’s responsibility to make new copies. NEVER use the last form in the book without first making a copy of it.
13. Use of the copy machine (how to make copies).
14. Door codes with them and how to use the lock box. Make sure they have their own key to the gallery.
15. Location of the Children’s Art Book and how to complete registrations, especially for alternates.
16. Yearbook making sure they know the contacts they need for officers are in the front of the book.
17. Location of the list of emergency numbers in case there is a problem in the gallery.

DESK WORKER PROCEDURES FOR SUBMITTING WORK FOR THE WEBSITE FOR EXHIBITING ARTISTS

Upon admission to the gallery, all exhibiting artists should submit a bio for the website.

Each artist may include up to five images of their work. Images should be 72 dpi and no smaller than 480 x 640 pixels. Images can be larger. A picture to be used on the Exhibiting Member page should be selected.

Review the current web page for ideas and information about what other artists have submitted.

Send the information to the web master.

FORMS SECTION

ARTIST OF THE YEAR AWARD

Nominee's Name: _____

Nominated by: _____

Signature: _____ Date: _____

The *Artist of the Year Award* is designed to recognize annually an IAA member who has made notable contributions to the arts and artists as well as the development and betterment of our organization.

Please list the reasons why you think this member should be Artist of the Year. (Use the reverse side of additional space is needed.)

Return the form by **March 31** to the ballot Box at the front desk of the Gallery.

ARTIST OF THE YEAR AWARD

Nominee's Name: _____

Nominated by: _____

Signature: _____ Date: _____

The *Artist of the Year Award* is designed to recognize annually an IAA member who has made notable contributions to the arts and artists as well as the development and betterment of our organization.

Please list the reasons why you think this member should be Artist of the Year. (Use the reverse side of additional space is needed.)

Return the form by **March 31** to the ballot Box at the front desk of the Gallery.

ASSOCIATE MEMBER APPLICATION FOR FRONT DESK WORKER

NAME:

ADDRESS:

PHONES: HOME

CELL:

EMAIL:

AS A MEMBER IN GOOD STANDING (PAID DUES AND AGE 18 OR OVER), I AM INTERESTED IN WORKING THE FRONT DESK AS A VOLUNTEER.

- **I HAVE READ AND UNDERSTOOD THE ASSOICATE MEMBER VOLUNTEER DESK WORKER GUIDELINES.**
- **I KNOW I WILL WORK WITH AN EXHIBITING MEMBER AT ALL TIMES.**
- **I AGREE TO THE TRAINING SESSION**
- **I WILL ABIDE BY ALL THE RULES AND REGULATIONS IN THE "FORMS AND PROCEUDRES BOOK", BY-LAWS AND OPERATIONS MANUAL.**

SIGNATURE:

DATE OF APPLICATION:

TRAINING DATES TO BE SCHEDULED WITH THE GALLERY DIRECTOR OR DESIGNEE.

CALL FOR CURRENT EXHIBITING MEMBER JURY ISLAND ART ASSOCIATION

Application for current exhibiting members for display of work in more than one media category.

Name (print) _____

Address _____

Home Phone _____ Cell Phone _____ email _____

Original category of work juried _____

New work category _____

Explanation of presentation: _____

Percentage of display space split: (4' x 6' approximate 2D space): _____

Samples Submitted _____

Committee Comments: _____

Committee Decision: _____

Place the application in the designated folder at the Front Desk. Effective date is January 2012.

CALL FOR EXHIBITING ARTISTS JURY

(insert Date)

Dear Members:

The Board of Directors has approved the Gallery Director's request to convene a jury for the purpose of assessing the artwork of interested members for admission as Exhibiting Members of the Island Art Association. A specific date has not been set, but we would like to provide enough time for artists to prepare. We expect to jury new members in (Insert month, year). Applicants will be contacted for interview appointments.

The Gallery Committee will form a ten-member panel to jury new applicant's work. The panel of jurors will individually evaluate the work based on the basic standards of Fine Art such as Composition/design, skill in the use of media, line, shape, form, texture, color and space. In addition, creativity/originality, presentation (framing) and overall impression of the work will be considered. All 2D and 3D mediums listed in the Operations Manual (Section 3.3.5) will be considered for acceptance. Please review it to submit work in the appropriate category.

Each applicant will be interviewed to assess their ability to comply with the requirements necessary to be an Exhibiting Member in good standing as defined in Chapter III of the Operations Manual. For a complete understanding of the process and the requirements of being an Exhibiting Artist, please read this chapter thoroughly before applying. Copies are available online at www.islandart.org. Then click on Member Information, then Operations Manual. IAA Membership is required to be eligible to apply.

If you are interested in admission as an Exhibiting Member, please complete the form below and return it to the gallery. A folder will be provided for the completed forms at the front desk.

Thank you, Gallery Dir.

Yes, I am interested in having my art work considered by a jury for admission as an Exhibiting Member of the Island Art Association. I am presently a member of IAA, and I am a legal resident of and reside in Nassau County, Florida. I have read Chapter III of the Operations Manual, and I understand the requirements, the time commitments, and what is considered acceptable art.

Name _____ Phone _____

Address _____

Medium(s) _____

Email _____

Signature _____ Date _____

DAILY SUMMARY SHEET DATE _____

Beginning cash box amount: \$ _____

Ending cash box amount: \$ _____

NOTES: 1. Leave \$100 in the cash box.

2. Contact the next day's worker if change is needed.

3. Remember the 7% sales tax.

| INVOICE # | CHECK | CHARGE | CASH | TOTAL |
|-----------|-------|--------|------|-------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| GRAND | | | | |
| TOTALS | CHECK | CHARGE | CASH | TOTAL |

Credit card batch number _____

I certify these amounts are correct.

Signed: _____

Please double check all entries for accuracy. For more than 15 entries, use additional sheets.

Separate and put this Summary Sheet in the blue bag.

DAILY CHECK LIST

Were you called yesterday to remind you to work? Y ___ N ___

Did you observe any problems when you came in today? Y ___ N ___

If yes, please specify on the back.

UPON OPENING

- ___ Count money in the cash box.
- ___ Turn front window sign and door sign to open. Put the open signs outside.
- ___ Open the front gates.
- ___ ON TUESDAY and FRIDAY: Bring in trash cans from the street.
- ___ Turn on lights: Desk area wall lights, 2 power-strips for the jewelry cabinets, gift shop area power strip, and the switch by the south storage door.
- ___ Replenish front desk supplies.

DURING YOUR SHIFT

- ___ Fill in your work hours.
- ___ Check your inventory and tags. Update the inventory book.
- ___ Fill out invoices completely and accurately.
- ___ Call artists who have a sale. No need to call for sales of cards, books, reproductions or unframed originals.
- ___ Call the gallery worker for the next day.
- ___ Between customers, dust, sweep or Swiffer mop floors, tidy the bathroom, replenish supplies there. Familiarize yourself with the *Procedures and Forms Book*. Keep jewelry cases clear of materials on top.

UPON CLOSING

- ___ On Mondays and Thursdays: Empty all trash cans to garbage bins and take the bins to the curb. Put new liners in the indoor cans.
- ___ Turn front window sign and door sign and bring in the outside open signs.
- ___ Check and lock the doors: Front, side and back.
- ___ Count money and complete the Daily Summary Sheet. Transmit sales on the credit card machine and record the batch # on the summary sheet. **Sign it.**
- ___ Complete the Daily Checklist. **Sign it.** Separate it from the Daily Summary Sheet. Put the Daily Summary Sheet and extra cash in the blue bag. Place the blue bag in the slot in the back office on the wall. Place the Daily Check List in the folder marked "Daily Check Lists".
- ___ Turn off ALL Lights. (See Procedures Book for list.)
- ___ Lock the front door and close all courtyard gates. (Do not lock the gates.)

Signed: _____ Date: _____

DESK PARTNERS APPLICATION

Names of Desk Partners (Print) _____

(Print) _____

We agree to schedule for a day shift. We understand that we cannot desk partner an evening shift.

We will indicate on the calendar the date of the second day on each day.

We understand that it will be our responsibility to see that our two days are manned by us.

We will work a full day if our partner cannot attend.

We agree to all the terms listed above.

Signed _____ and _____

Date _____ and _____

Exhibiting Artist Renewal Form for 20__ - 20__

Please complete the following and place in the Folder labeled Exhibiting Artist Renewals in the Membership Book. (at the front desk)

"I verify that the work I submit to the gallery is my own original work and not copied from other sources. I agree to abide by the Bylaws and Operating Manual of the Island Art Association. It is my responsibility to be aware of changes that are made periodically."

_____ Signature

_____ Printed Name

_____ Mailing Address

_____ E-mail Address

_____ Home Phone _____ Cell Phone

_____ Spouse's name for Directory (optional)

Section 3.2.3 in the Operating Manual lists requirements to be in good standing in the Association.

Please indicate the committees for which you have signed:

Standing Committee(s) _____

Shrimp Fest Committee(s) _____

IAA Invoice Number _____

Date: _____

Exhibiting Member Dues \$125.00

FEATURED ARTIST OF THE MONTH APPLICATION

**ALL ASSOCIATE MEMBERS ARE ELIGIBLE
(INCLUDES HONORARY, FAMILY, & COLLEGE STUDENT MEMBERS)**

Being Featured Artist of the Month provides an opportunity to have a one-man show within the gallery. You can invite your friends and family, showcase your latest art work, or share the space with another artist. A random drawing for future dates is held at the **November General Meeting**. Applications will be available at the front desk in **October**. All IAA Associate Members are eligible to apply for the drawing. Artists who have shown the year before and exhibiting members are eligible for the drawing only if the twelve months and the three alternate positions cannot be filled by new artists.

- Display space will be in a designated area of the IAA Gallery or, as determined by the Gallery Director. The opening reception will be held on the Second Saturday of each month.
- The artist is required to contribute \$50.00 toward the refreshments. The artist is also required to attend and to help the gallery reception committee with setting up and clean up for the open house.
- It is the responsibility of the artist to do his/her own publicity, including inviting guests, and sending information to newspapers. The Gallery Publicity Committee will do the normal publicity for the 2nd Saturday Artrageous Artwalks.
- The artist will need to coordinate with the present displaying artist for set up and take down.
- Any questions should be directed to the Gallery Director.

Cut and save the top for your information. Put the application only in the box.

Featured Artist Application

Artist Name: (print) _____

Were you a featured artist last year? Yes _____ No _____ (If yes you are not eligible this year.)

Enter the months in order of preference: Try to include all 12 months unless you know you will not be available during a specific month.

1st Choice _____ 2nd Choice _____ 3rd Choice _____

Other months in order of preference: 4 _____ 5 _____ 6 _____ 7 _____

8 _____ 9 _____ 10 _____ 11 _____ 12 _____

Months are assigned in the order of the drawing. The first name drawn has 1st choice, 2nd name has 2nd choice, etc. If you have not listed a month and that is the only month left, you will be assigned to be an alternate and another name will be drawn until all 12 months are covered.

Gallery Incident Report

Please list any unusual events that occur on your shift. These might include, but not be limited to refunds, voided sales, damaged item, returned item, etc.

| | | | |
|--------|------|--------|-------------|
| Worker | Date | Inv. # | Explanation |
| | | | |
| | | | |
| Worker | Date | Inv. # | Explanation |
| | | | |
| | | | |
| Worker | Date | Inv. # | Explanation |
| | | | |
| | | | |
| Worker | Date | Inv. # | Explanation |
| | | | |
| | | | |
| Worker | Date | Inv. # | Explanation |
| | | | |
| | | | |
| Worker | Date | Inv. # | Explanation |
| | | | |
| | | | |
| Worker | Date | Inv. # | Explanation |
| | | | |
| | | | |
| Worker | Date | Inv. # | Explanation |
| | | | |
| | | | |
| Worker | Date | Inv. # | Explanation |
| | | | |
| | | | |

In Memory

NAMETAG ORDER

Yes, I would like a nametag!

Name tags are available for IAA members at a cost of \$14.00 plus tax of .98 for a total of \$14.98. These name tags are white with black letters and are shaped like an artist palette with a magnetic backing. To order, please complete the following:

Name (as you wish to have it printed):

Email: _____

Home Phone: _____ Cell Phone: _____

Payment: (Include tax)

CASH CHECK (Made out to IAA) CREDIT CARD

Your name tag will be ordered within the month, and you will be emailed to pick-up the tag at the gallery when it arrives.

Thank you,
Membership Committee

Date ordered:

Date member was emailed:

| |
|--|
| NOUVEAU ART ENTRY DATA |
| Receiving 9:00 - 12 Noon |
| TO BE COMPLETED BY THE ARTIST |
| Fill out in duplicate |
| NAME |
| PHONE # |
| EMAIL ADDRESS |
| TITLE OF ENTRY |
| SHOW NAME |
| MEDIUM/SIZE |
| PRICE |
| SIGNATURE: |
| I agree to the terms of the Nouveau Art Program and certify that the art is original and was created by the applicant during the past two years. |
| TO BE COMPLETED BY THE COMMITTEE |
| ASSIGNED PIECE # |
| IAA MEMBER |
| _____ (\$15/1 piece) _____ (\$25/2 pieces) |
| NON-MEMBER |
| _____ (\$25 each piece) |
| FEE CHARGED: |
| CASH CHECK CHARGE |
| SALES SLIP # FOR CHARGES |

| |
|--|
| NOUVEAU ART ENTRY DATA |
| Receiving 9:00 - 12 Noon |
| TO BE COMPLETED BY THE ARTIST |
| Fill out in duplicate |
| NAME |
| PHONE # |
| EMAIL ADDRESS |
| TITLE OF ENTRY |
| SHOW NAME |
| MEDIUM/SIZE |
| PRICE |
| SIGNATURE: |
| I agree to the terms of the Nouveau Art Program and certify that the art is original and was created by the applicant during the past two years. |
| TO BE COMPLETED BY THE COMMITTEE |
| ASSIGNED PIECE # |
| IAA MEMBER |
| _____ (\$15/1 piece) _____ (\$25/2 pieces) |
| NON-MEMBER |
| _____ (\$25 each piece) |
| FEE CHARGED: |
| CASH CHECK CHARGE |
| SALES SLIP # FOR CHARGES |

| |
|--|
| NOUVEAU ART ENTRY DATA |
| Receiving 9:00 - 12 Noon |
| TO BE COMPLETED BY THE ARTIST |
| Fill out in duplicate |
| NAME |
| PHONE # |
| EMAIL ADDRESS |
| TITLE OF ENTRY |
| SHOW NAME |
| MEDIUM/SIZE |
| PRICE |
| SIGNATURE: |
| I agree to the terms of the Nouveau Art Program and certify that the art is original and was created by the applicant during the past two years. |
| TO BE COMPLETED BY THE COMMITTEE |
| ASSIGNED PIECE # |
| IAA MEMBER |
| _____ (\$15/1 piece) _____ (\$25/2 pieces) |
| NON-MEMBER |
| _____ (\$25 each piece) |
| FEE CHARGED: |
| CASH CHECK CHARGE |
| SALES SLIP # FOR CHARGES |

OUTSIDE EXHIBITS ENTRY FORM

| |
|---|
| OUTSIDE EXHIBITS |
| LOCATION: |
| TO BE COMPLETED BY THE ARTIST |
| Fill out in duplicate BELOW |
| NAME |
| PHONE # |
| EMAIL ADDRESS |
| TITLE OF ENTRY |
| MEDIUM |
| SIZE |
| PRICE |
| SIGNATURE: |
| I agree to the terms of the OUTSIDE EXHIBITS and certify that the art is original and was created by the applicant. |
| DETACH HERE AND PLACE THIS PORTION ON THE BACK OF THE ARTWORK |
| NAME |
| TITLE OF ENTRY |
| MEDIUM |
| SIZE |
| PRICE |

| |
|---|
| OUTSIDE EXHIBITS |
| LOCATION: |
| TO BE COMPLETED BY THE ARTIST |
| Fill out in duplicate BELOW |
| NAME |
| PHONE # |
| EMAIL ADDRESS |
| TITLE OF ENTRY |
| MEDIUM |
| SIZE |
| PRICE |
| SIGNATURE: |
| I agree to the terms of the OUTSIDE EXHIBITS and certify that the art is original and was created by the applicant. |
| DETACH HERE AND PLACE THIS PORTION ON THE BACK OF THE ARTWORK |
| NAME |
| TITLE OF ENTRY |
| MEDIUM |
| SIZE |
| PRICE |

ISLAND ART ASSOCIATION

18 North 2nd Street
P.O. Box 17251
Fernandina Beach, FL 32035

REQUEST FOR (Check one)

Reimbursement
Invoice Payment

Make a check payable to _____

Send check to (address) _____

Check Amount: _____ Requested by (Your name) _____

Attach all receipts and list items purchased and for what they were used.

Identify the Committee authorizing purchases. (If the amount is to be divided into more than one category, enter the percentage or amount next to the appropriate committee.)

- | | |
|---|--|
| <input type="checkbox"/> Gallery Expenses | House and Property |
| <input type="checkbox"/> Arrangements Committee | Shrimp Festival (Year _____) |
| <input type="checkbox"/> Nouveau Art | Overhead & Administration |
| <input type="checkbox"/> Receptions | Marketing & Communications (Non Shrimp Festival) |
| | Membership Committee |
| | Computer Support |
| <input type="checkbox"/> Program Expense | |
| <input type="checkbox"/> Art Chat | |
| <input type="checkbox"/> School/Children's Programs | |
| <input type="checkbox"/> Ed Center Programs | |

All requests must be approved by the Director of the committee authorizing the purchases.

Approving Director:

Signature Printed Name

Checks will be written once a month by the accountants, so please plan ahead to get the paperwork in by the end of the month.

We are a tax-exempt organization, so please take a copy of the tax exempt form with you. Do not pay sales tax on your purchases for the Island Art Association.

SHIPPING: CREDIT CARD INFORMATION FORM

Include this form with the UPS shipping form. Both forms and the art piece are taken by the artist whose work is to be shipped to UPS. The artist will shred this form after UPS has been given the information.

ISLAND ART ASSOCIATION

CUSTOMER INFORMATION (AS TIED TO THE CREDIT CARD USED)

NAME _____

ADDRESS _____

PHONE _____

EMAIL _____

CREDIT CARD INFORMATION

CREDIT CARD TYPE: VISA MASTERCARD DISCOVER AMERICAN EXPRESS

OTHER _____

CREDIT CARD NUMBER _____

CREDIT CARD EXPIRATION DATE _____

CREDIT CARD 3 DIGIT SECURITY NUMBER ON THE BACK OF THE CARD: _____

- (American Express has a 4-digit security code on the front.)

**PLEASE FILL IN ALL INFORMATION REQUESTED AND PRINT LEGIBLY.
Read it back to the customer to be sure it is correct and legible.**

UPS FORM (Triplicate forms supplied by UPS)

PLEASE FILL IN ALL INFORMATION REQUESTED AND PRINT LEGIBLY.

Read it back to the customer to be sure it is correct and legible.