

Tour D'Artistes Committee Work Options and Responsibilities

Committee Jobs	Timeframe of work	Responsibilities	Leader Helpers
Tour Chair	March to March	<ul style="list-style-type: none"> • Identify Tour Tasks and Responsibilities • Maintain contact with team leaders on progress and help needed • Keep the registered artists informed of what is happening and team deadlines • Do your best to keep as many people happy as possible!! • Do not take over people's jobs if they are not doing the work... identify any issues and assist in resolving the issues 	Elaine Tarr
Registration	Sept, Oct, Nov	<ul style="list-style-type: none"> • Collect registration forms • Create list of artists (form is already created. Info from past years can easily be copied into new form) • Send registration checks to the Studio Tour treasurer • Have artists submit bio information for newspapers and press releases with photos at time of registration. Forward these to the newspaper article and website teams. No one will be running after people for info, bios and photos. If artists do not submit them with registration and studios do not take photos by December meeting their photos may not appear in publications informing the public of the tour. 	Christine Ehmann Sandy Herbst
Studio List	Oct - Dec	<ul style="list-style-type: none"> • Using the registration info, create a list of studios, hosts/hostess and artists at each studio. • Inform the artists of hosting needs and artist of the studios open to additional artists • Give the brochure team a heads up on the number of studios by the Nov. League meeting. This will help the brochure team know what size brochure they should be developing. • Have the studio list finalized by December 2018 League meeting and give to the brochure team. 	Leader Helpers
Sponsors	Sept, Oct, Nov	<ul style="list-style-type: none"> • Gather names of artists willing to contact possible sponsors • Document info to give the sponsors into packets for artists to give to sponsors (Sponsor poster, Letter of thanks, Take brochures to sponsors when available) • Collect sponsor checks and give to Studio Tour treasurer • Give list of sponsors to Tour Chairperson • List of local restaurants available – edit and add to the list for future tours 	Leader Helpers
Press Releases	Sept, Oct, Nov, Dec	<ul style="list-style-type: none"> • Use list form this year for publications to contact • Write press releases (samples available from this year) • Contact publications and send out press releases • Save copies of articles to share at wrap up meeting 	Leader Helpers

