Tour D'Artistes Committee Work Options and Responsibilities

Committee	Timeframe	Responsibilities	Leader
Jobs	of work		Helpers
Tour Chair	March to March	 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	 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 my not appear in publications informing the public of the tour. 	Christine Ehmann Sandy Herbst
Studio List	Oct - Dec	 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	 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
Press Releases	Sept, Oct, Nov, Dec	 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

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Newspaper Articles	 Sept, Oct, Nov, for planning Dec for writing January for submitting 	Leader Helpers		
Advertising	Dec Jan	 Create basic ad which will be used for all publications (where possible) Set up schedule with Newspaper Article team Submit ads to the FH Times in early January 	Leader Helpers	
Website	June - Feb	 Update current website with 2019 registration form with link on League Home page Brochure when it is ready Update bios and photos submitted with tour registration forms 	Leader Helpers	
Facebook	June - Feb	 Create 2019 Studio Tour facebook page and administer the page Encourage artists to use the page to share their art in the months prior to the tour. The month prior to the tour, post regularly and encourage others to post and share posts. 	Leader Helpers	
Brochures	November December	 Using the studio list created by the person responsible and with the Signage team, define the studio numbers and edits needed for the tour map. Create new tour map Create draft of the brochure for artists to proof Send to printer 	Leader Helpers	
Signage	January - February	,		
Studio Packets	January February	 Identify info to be included in the packets using info from previous year and additional new ideas. Prepare the materials, have items printed, purchase additional needed items. Create packets Work with Signage Team to hand out the packets. 	Leader Helpers	