

Key West Art Center

2024 Season Sign-Up Update #5 1.27.24

Options for Artist Members to Earn Service Hours

KWAC EVENT	Task/Date/Time	Service Hours Awarded	Member Volunteer for Service Hours Name/Phone
2024 February Window Display	Display Member Art In Gallery Window	TBD	1. Karen Beauprie 2. Annamarie Giordano
February Rotation of Art Prints Within the Bins	Rotate Art Prints Following Procedure	TBD	1. Fran Decker
Friday, February 9th Member Meeting 3:30-5:00 Business meeting 3:30-4:00 Speaker: 4:00 – 5:00	Hospitality: Purchase 2 snack items, 3:00PM Set up and Put Away table, napkins and snack bowls. Serve.	2.0 Hours	1. Norbert Szilagyi – bring receipts (no ice needed)
	Event Set Up/Put Away 2:45-3:30 and 5:00 – 5:45 Set up and take-down chairs and presenter’s table	1.5 hours	1.Fran Decker 2. Nancy Adams
Friday, February 16 th Associate Member Show Reception 5:00 – 7:00 PM	Associate Member Show to be put on by Associate Members Tasks to be determined by Coordinator		1. Coordinator: Haley Herriott 2. Associate Member Volunteers A. B. C. D. E.
February 24 – 25, 2024 Key West Arts and Crafts Festival 10:00 AM – 5:00 PM	Members to Assist Susan D’Antonio with the Show Sign-Up Sheet For Service Hours	Sign Up Sheet is posted	See additional Sign up sheet posted on the Website under “About” regarding Arts and Craft Service Hours
March Window Display	Display Member Art In Gallery Window	TBD	1. Karen Beauprie 2. Annamarie Giordano
March Library Update	Maintain Library-	1.0	1.
March Rotation of Art Prints Within the Bins	Rotate Art Prints Following Procedure	TBD	1. Haley Herriott
Friday, March 8th Member Meeting 3:30-5:00 Business meeting 3:30-4:00 Speaker: 4:00 – 5:00	Hospitality: Purchase 2 snack items, 3:00PM Set up and Put Away Serve at break Receipt	2.0 Hours	1.Yolando Maloney
	Event Set Up/Put Away 2:45-3:30 and 5:00 – 5:45 chairs and presenter’s table	1.5 hours	1.Nancy Adams 2.David Perez
Saturday, March 9 th 8:30 AM – 7:00 PM	8:15– 9:45	1.5Hours	1.Haley Herriott

16th Annual Plein Air Key West Competition and Show Saturday, March 9 th 8:30 AM – 7:00 PM 16th Annual Plein Air Key West Competition and Show	Register and sign In Participants (Sign-In 8:30 – 9:30)		2.Jane Gilbert
	11:30 -2:30 Receive Plein Air Submission and Set Up Show(Due by 1:30)	3 Hours	1.Haley Herriott 2.
	Show Greeter 4:45 PM – 5:45 PM and 5:45- 6:45PM	1 Hour	1. 4:45– 5:45 PM Haley Herriott 2. 5:45- 6:45PM Karen Beauprie
	Set Up 4:00 –5:00 PM Tables/Chairs/Garbage Set-Up 4 Tables, Courtyard Chairs	1 Hour	1.Karen Beauprie 2.Lisa Suarez
	Appetizer Donation	1 hour/per	1. Lisa Suarez 2. 3. 4. 5.
	Dessert Donations	1 hour/per	1. Lisa Suarez 2. 3. 4. 5.
	Oversee Food Tables 4:30 – 6:00 PM and 6:00 – 7:30 PM Set up Tables w/tablecloths; Set up utensils, paper goods, cups. Organize and maintain prepared food and food donations Clean up	1.5 Hours	1. 4:30 – 6:00 PM 2. 6:00 – 7:30 PM
	Bartender set up coolers/wine/water Serve 4:30 – 6:00PM	1.5 Hours	David Perez
	Bartender Serve and Put Away 6:00 – 7:30	1.5 Hours	
	7:00 –8:00 PM Put Away Tables/Chairs And Clean Up Garbage	1 Hour	1. 2.

April Window Display	Display Member Art In Gallery Window	TBD	1. Karen Beauprie 2. Annamarie Giordano
April Rotation of Art Prints Within the Bins	Rotate Art Prints Following Procedure	1 hour	1. Fran Decker
Friday, April 12th Member Meeting 3:30-5:00 Business meeting 3:30-4:00 Speaker: 4:00 – 5:00	Hospitality: Purchase 2 snack items, 3:00PM Set up and Put Away table, cooler (with water and chilled wine), napkins and snack bowls. Serve at break. Receipt	2.0 Hours	1. . Norbert Szilagyi
	Event Set Up/Put Away 2:45-3:30 and 5:00 – 5:45 Set up and take-down chairs and presenter's table	1.5 hours	1.Fran Decker 2.Haley Herriott
May Window Display	Display Member Art In Gallery Window	TBD	1. Karen Beauprie 2 .Annamarie Giordano
May Library Update	Maintain Library-	1.0	1.
May Rotation of Art Prints Within the Bins	Rotate Art Prints Following Procedure	1 hour	1. Fran Decker
June Window Display	Display Member Art In Gallery Window	TBD	1. Annamarie Giordano 2. Yolanda Maloney
June Rotation of Art Prints Within the Bins	Rotate Art Prints Following Procedure	TBD	1.