

Key West Art Center

Options for Artist Members to Earn Service Hours #2

February 24 – 25, 2024 --- 10:00 AM – 5:00 PM

Key West Arts and Crafts Festival

Things to do prior to the event and during the event.

KWAC Arts and Crafts Festival	Task/Date/Time	Service Hours Awarded	Member Volunteer for Service Hours Name/Phone
February (three times a week from February 1 -24)	Posting Festival Info On Instagram and Facebook Groups and others (Images provided)	10 hours	1. Lucy Hawk
Distribute Flyers and Postcards to hotels, grocery stores, art galleries and other venues - bring tape, etc.	Early February: Put up Posters and Distribute Postcards at North and South Roosevelt Hotels and Downtown hotels, at grocery stores, galleries, etc.. Coordinate with other who are distributing so no repeats.	3 hrs. per person	1. Haley Herriott 2. Jane Gilbert 3. For the Middle Keys... Pamela Gode will distribute - She will have to pick these up at KWAC as will all doing the distributing
Tuesday or Wednesday Tape off Vendor Spaces	At Festival Site, Tape off Vendor Spaces.. Bring Tape and Measuring Tape	4 hrs. per person	1. Norbert S. 2. Sean Dwyer 3. Susann D
Friday afternoon 2/23 and Sunday eve 2/25	Put out Art Show Flags and Pick Up after the show and return to KWAC - Locations TBD	4 hours	1. David Perez
Work Registration	Sell Water, Booth-sit for Vendors upon their request, Walk	2 hour shifts = 2 hrs	Sat 2/24: 9 – 11AM 1. Haley Herriott 2. Karen Beauprie

Information Tent – shifts Sat 2/24	the show to ensure everything is in order, Give money from sale of water to Susanne at end of each day.		Sat 2/24: 11 – 1PM 1. Richard Weithas 2. Ron O’Brien Sat 2/24: 1– 3PM 1. Jane Gilbert 2. Annamarie Giordano Sat 2/24: 3 – 5PM 1. Jane Gilbert 2. Haley Herriott
Work Registration Information Tent – Sunday 2/25 shifts	Sell Water, Booth-sit for Vendors upon their request, Walk the show to ensure everything is in order, Give money from sale of water to Susanne at end of each day.	2 hour shifts = 2 hrs	Sun 2/25: 9 – 11AM 1. Jane Gilbert Sun 2/25 10 -1:00 3 hours 1. Elizabeth Chamberlin Sun 2/25: 11 – 1PM 1. Jerry Baker 2. Annamarie Giordano Sun 2/25: 1 – 3PM 1. Pamela Gode 2. Sue, Friend of Pamela G Sun 2/25: 3 – 5PM 1. Lisa Suarez 2. Joan Cox
After Show on Sun,	Take back everything to the KWAC	3 hrs.	1. Marc Hacker
Order Food for Vendors – Info Desk-	Order Bagels/Donuts and Coffee for Sat. morning -Marc Hacker will pick up	1 hr.	1. Carol Rezba
Ice to the Show and Get Coolers to hold Ice and Water	Purchase Ice and deliver to the Show on Two days –6 bags per day.. Sat and Sun. Get reimbursed.	2 hrs.	1. Carol Rezba
Bottled Water to Show- need someone with large	Purchase and Deliver 24 cases of water for delivery to show (? Early Sat morn or Fri night)-	3 hrs.	1.

car, van or truck	Submit receipt for reimbursement		
Packets: Get materials printed, prepare packets	5 days prior to show, receive email materials from Susanne D, get them printed, create packets, deliver to show. Get reimbursed	4 hrs.	1. Jane Grannis
Meet with Hotel managers who offer shuttle services to guests	Ask managers on North and South Roosevelt to provide shuttle service to the Truman Waterfront that weekend for their guests.. Do this in early Feb with reminder prior to weekend. Get phone numbers on first visit.	3 hrs.	1.Lucy Paige
Arrange for Food Trucks	Early Feb -Identify and contact Food Truck Vendors to have them available during the event.. get contact info and confirm they are coming prior to event.	4 hrs.	1. Lucy Paige
Organize First State Bank people	Contact the bank and make sure all is still on track for them to send volunteers - make a sign-in sheet for them and have this at Show. (?After event, send thank you.)	1.5 hrs.	1. Nancy Henning