**Key West Art Center**

**2024 Season Sign-Up Update #5 1.27.24**

**Options for Artist Members to Earn Service Hours**

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| **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 Beauprie2. Annamarie Giordano |
| February Rotation of Art Prints Within the Bins  | Rotate Art Prints Following Procedure  | TBD | 1. Fran Decker |
| Friday, February 9thMember Meeting 3:30-5:00Business meeting 3:30-4:00Speaker: 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 Decker2. Nancy Adams |
| Friday, February 16thAssociate Member ShowReception 5:00 – 7:00 PM  | Associate Member Show to be put on by Associate Members Tasks to be determined by Coordinator |  | 1. Coordinator: Haley Herriott2. Associate Member Volunteers A.B.C.D.E. |
| February 24 – 25, 2024Key West Arts and Crafts Festival 10:00 AM – 5:00 PM | Members to Assist Susan D’Antonio with the ShowSign-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 Beauprie2. 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 8thMember Meeting 3:30-5:00Business meeting 3:30-4:00Speaker: 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 Adams2.David Perez |
| Saturday, March 9th 8:30 AM – 7:00 PM 16th Annual Plein Air Key West Competition and ShowSaturday, March 9th 8:30 AM – 7:00 PM 16th Annual Plein Air Key West Competition and Show | 8:15– 9:45Register and sign In Participants (Sign-In 8:30 – 9:30) | 1.5Hours | 1.Haley Herriott2.Jane Gilbert |
| 11:30 -2:30Receive Plein Air Submission and Set Up Show(Due by 1:30) | 3 Hours | 1.Haley Herriott2. |
| Show Greeter 4:45 PM – 5:45 PM and 5:45- 6:45PM | 1 Hour  | 1. 4:45– 5:45 PM Haley Herriott2. 5:45- 6:45PM Karen Beauprie |
| Set Up 4:00 –5:00 PM Tables/Chairs/GarbageSet-Up 4 Tables, Courtyard Chairs  | 1 Hour | 1.Karen Beauprie2.Lisa Suarez |
| Appetizer Donation | 1 hour/per  | 1. Lisa Suarez2.3.4.5. |
| Dessert Donations  | 1 hour/per  | 1. Lisa Suarez2.3.4.5. |
| 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 PM2. 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/ChairsAnd Clean Up Garbage | 1 Hour | 1.2. |
| April Window Display  | Display Member Art In Gallery Window  | TBD | 1. Karen Beauprie2. Annamarie Giordano |
| April Rotation of Art Prints Within the Bins  | Rotate Art Prints Following Procedure  | 1 hour | 1. Fran Decker |
| Friday, April 12thMember Meeting 3:30-5:00Business meeting 3:30-4:00Speaker: 4:00 – 5:00 | Hospitality: Purchase 2 snack items, 3:00PM Set up and Put Away table, cooler (with water and chilledwine), 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 Decker2.Haley Herriott |
| May Window Display  | Display Member Art In Gallery Window  | TBD | 1. Karen Beauprie2 .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 Giordano2. Yolanda Maloney |
| June Rotation of Art Prints Within the Bins  | Rotate Art Prints Following Procedure  | TBD | 1.  |