**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 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 16th  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 9th  8:30 AM – 7:00 PM  16th Annual Plein Air  Key West Competition and Show  Saturday, March 9th  8:30 AM – 7:00 PM  16th Annual Plein Air  Key West Competition and Show | 8:15– 9:45  Register and sign In Participants  (Sign-In 8:30 – 9:30) | 1.5Hours | 1.Haley Herriott  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. |