**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.**

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| **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**  **Information Tent – shifts**  **Sat 2/24** | **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** | **Sat 2/24: 9 – 11AM**  **1. Haley Herriott**  **2. Karen Beauprie**  **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 car, van or truck** | **Purchase and Deliver 24 cases of water for delivery to show (? Early Sat morn**  **or Fri night)-**  **Submit receipt for reimbursement** | **3 hrs.** | **1.** |
| **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** |