

Summary of Duties of Free Workshop Chairperson

The Adult Workshops are sponsored by the Visual Art League. The workshops are available to the public and to members of the Visual Art League . Adults only are allowed at the workshops. There should be 3 to 4 workshops per year, spaced every few months.

1.) The Chairperson should talk to artists and convince them to share their knowledge and talents for the benefit of the community. Workshops are generally held at the MCL Grand classroom on a Saturday from 1 to 4, but it can be another time or number of hours, depending on availability and request of the artist.

2.) Keep in mind---Do not schedule a workshop during one of the cities' major events.

3. When a teacher volunteers, give him or her the **"guidelines for teaching a workshop"**.

4.) Check with Taylor Dupree at tdupree@cityoflewsville.com to see when the MCL Grand has an open date. Confirm with the artist.

5.) Notify the following people for advertising the event:

Denise Helbing, Arts Center Manager dhelbing@cityoflewsville.com 972-219-8478

Betsy Glickman, Arts Center Programming Specialist, bglickman@cityoflewsville.com 972-219-3579

6.) Send a short description of the workshop as a press release to:

R'Lene Winters Win86f@yahoo.com

Ricky Sanders rickphot@gmail.com

VALmembernewa@gmail.com

Colleen Drew colleen@cdrew.com

7). Advertise on www.eventbrite.com with photo of artist, photo of the art or craft, marketing paragraph about the workshop, date and time, minimum and maximum number of students. Materials list if required. See **"Guidelines for teaching a Workshop"**.