**Keeper of the Guestbook**

A guestbook is put in the gallery for each of our 4 gallery shows each year. The purpose of the guestbook is to record the number of visitors, collect zip codes and find out how they knew about the show. This information is used for our grant reports and to help us determine best ways to promote our shows.

You may use the book currently being used or create a new one. Something artistic would be wonderful!

The headlines of each two page spread should be:

**Show Title** **How did you find out about this show?**

Date Name Zip Code Email Sign GLCT FB Instagram Card/Flyer CTGAd MCL Grand (these could change)

Put the guestbook, open and ready, on the pedestal in the gallery before the show opens.

At the end of each show, you will need to provide:

* Zip Codes to the Treasurer (currently Jerry “JAM” McKay) for grant reporting
* Email addresses (include visitor’s name) to Membership Chair (currently Cary Cox) to add to email list.
* How visitors found out about the show to the Advertising Chair (currently Diane Wright).