

VISUAL ART LEAGUE OF LEWISVILL (VAL)
Coordinating Lake Lewisville Symphony Art Exhibit
Volunteer Responsibilities

Contacts for Lake Lewisville Symphony

Name	Email
Nancy Wright	Nancy_Carolyn@verizon.net
Kristen Brown	Brownke@lisd.net
Diane Busche	Dianebusche@gmail.com
Margaret Wells	wells pianostudio@gmail.com

Responsibilities:

1. Check for list of members who wanted to but did not make the list from the last exhibit. Contact them to participate this time. If less than six, proceed to 2 and 3.
2. Arrange for email blast to VAL members announcing the opportunity to exhibit, with link to your email for them to contact you directly.
3. Keep track of member emails expressing interest in exhibiting
4. Prepare a list of first six artists to email expressing participation
5. Obtain and confirm exhibit requirements by contacting Margaret, Nancy, Kristen and/or Diane Busche (Lake Lewisville Symphony)
6. Send email communication to the six artist regarding the requirements, for example, date, time, location, number and size of art work pieces, display requirements (easels, tables, etc.), being present for the entire evening, etc.
7. Arrive at MCL Grand at least an hour prior to symphony performance to set up.
8. Arrange and display all artwork, with attention to presentation and traffic flow so that all artwork is easily accessible to observe closely if desired.
9. Arrange artists' cards and bio to be easily accessible and close to the artists' work
10. Assist with take down after the performance
11. Maintain a list of artists that did not make the first six for future exhibits and communications.
12. Communicate via email with artists that did not make the first six informing them as such and that they will be contacted first next time.

Artists to contact for next exhibit. Remove their name when they have participated.

1. Tim and Karen Ferrer - tkferrer@sbcglobal.com
2. Sunny Raschke - sunnyraschke@gmail.com
3. Barbara Barnett - barbarabarnett2001@yahoo.com
4. Rachel Smith - rdelrooch@gmail.com
5. Teri and Dave McRedmond - mcredrd@yahoo.com
6. KarYn Lee - lhsartist@gmail.com
7. Le Notley - trywaitl@hotmail.com