



## **Artisans Association Membership**

### **2025 Membership Application Form**

#### **For New Members**

**Background:**

The Artisans is an Association organized for the development of the artists, the marketing of their art and the enhancement of art appreciation in Brunswick County. The Artisans promotes the awareness of the arts in the community by providing retail opportunities for its members to bring their art to the buying public. Periodically throughout the year, The Artisans organizes and sponsors retail events, such as First Fridays in Southport at the Artisans Gallery on Howe and Holiday Boutique.

The Association holds three meetings per year; the annual meeting in January to elect officers and chairs of the standing committees, to receive various reports, and transact any other business. Other meetings are scheduled in May or June and October. Other special meetings may be scheduled as required.

The Association is governed by a Steering Committee comprised of the following officers: President, VP Communications, VPs Gallery and Retail, VP Artistic Integrity, Secretary, Treasurer, and Membership Chairs. The VP Community Art Appreciation and Education and the VP of Fundraising shall also sit on the Steering Committee as representatives of Stepping Up for Arts, our non-profit organization.

NAME: \_\_\_\_\_

CELL/HOME PHONE: \_\_\_\_\_

INDICATE WHICH IS PREFERRED

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ARTIST/SKU CODE: \_\_\_\_\_

\*\* A 3-letter Personal Code will be assigned to you by the Membership Chair that you will use to identify and price your artwork at sales events/gallery.

WEBSITE/INSTAGRAM: \_\_\_\_\_

DESCRIPTION OF YOUR ART: \_\_\_\_\_

\_\_\_\_\_

## **MEMBERSHIP INVOLVEMENT**

It is **mandatory** that each Artisan participate in a committee each year. A member participating in any sales event is also required to work shifts for that event. Please check all areas of interest (your choice will be accommodated as much as possible). Failure to participate may result in a membership suspension.

Please indicate FIRST, SECOND AND THIRD choices. Placement on the committees will be on a first-come, first-served basis. Committee chairs will ensure that all members participate.

....

Indicate Choice	Committee Area
	Membership
	Artistic Integrity
	Gallery
	Finance
	Retail
	Publicity & Communications
	Community Outreach: SUFA events and Workshops
	Community Outreach: Grants and Scholarships
	Special Gallery Committee
	Communications/Marketing
	Training/Education
	Market Research

\*\*\* A detailed description of each committee's responsibilities follows.

**Special Skills.** Let us know if you have any of these (or other) special skills that will help us grow our organization.

Check		Check	
	Charity Work		Event Planning
	Grant Writing		Excel Spreadsheets
	Retail Merchandising		Finance/Accounting Experience
	Teaching/Conducting Workshops		QuickBooks Experience
	Website Maintenance		Square (Point of Sale) System

## **RETAIL PARTICIPATION:**

(Please check your choice)

\_\_\_\_ I want to be an Artisan Member ONLY (not in the Gallery) and I want to participate in the various Retail Events during the year.

\_\_\_\_ Yes, I would like to be considered as a Gallery Member when space is available.  
Annual membership fee is \$150.

### **Jury Requirement**

Any work presented for sale has to be juried and approved by the Artistic Integrity Committee and the Steering Committee to be allowed in any of the Artisans' retail venues. The jury sessions happen the second Monday of each month. The Membership Chair will connect you with the Artistic Integrity Chair to help with the jury process. Once juried, you will be given your mentor's name, SKU coach name and various important information and dates. A member of the membership committee will contact you about ordering a name tag.

### **Exclusivity**

*The Artisans do not ask that any member be "exclusive" to our organization or Gallery. However, we DO ask that you do not use any of the terms/phrases for which the Artisans are known. For example, Artisans, Art on the Porch. These words/phrases describe and identify the activities of the Artisans organization where all work is juried. If these guidelines are not followed, the Steering Committee reserves the right to review the situation and may decide to suspend participation in Artisan events for up to six months for the offending artist(s).*

### **Mentors:**

\_\_\_\_ I would like to be assigned a mentor. Mentors help answer generic questions that you might have – a mentor does not help in the production of the art form. For example, you might have questions about the retail events– “how it works, how many pieces, what do I bring, what should I expect?” We try to match mentors and mentees with similar art forms and new gallery members with gallery members.

*You will find a wealth of information on the Artisans' website: [artisansgalleryonhowe.com](http://artisansgalleryonhowe.com). Please take the time to explore information about jurying standards, the organization, Stepping Up for Arts (our non-profit organization).*

**DATE:** \_\_\_\_\_ **SIGNED:** \_\_\_\_\_

## 2025 New Membership/Retail Agreement

**AUTHORIZATION:** I agree to allow “The Artisans” and “SUFA” (Stepping Up for Arts) to use my image and/or an image of my artwork for promotional purposes.

**WAIVER:** In **consideration** of the opportunity to show or sell my artwork at Artisan sponsored events, I hereby release anyone involved in the management, the organizations themselves and any members of “The Artisans” and “SUFA” from any liability for the loss or damage in the handling, selling or showing of my artwork.

**GUARANTEE:** All artwork that I submit to show or to sell at any Artisan sponsored event is my own original design; all copyrights have been respected and the art has been created solely by me.

### RETAIL AGREEMENT:

Upon becoming a new member of the Artisans, by signing and submitting this 2025 New Membership Application Form, I will consent to and abide by the terms and requirements stated in the Artisans Event Participation Agreement, as specified on the Artisans website, for any retail events in which I will be a participating artisan for the 2025 calendar year.

**DATE:** \_\_\_\_\_ **SIGNED:** \_\_\_\_\_

**Member Forms and Dues:** Please mail or drop off a \$50 check payable to **“The Artisans”** and this completed Membership.

*\*\*\* Couples please write separate checks for accounting purposes.*

Registration Form to:

**Carolyn Gaziano, 3502 Members Club Blvd  
cgaziano17@gmail.com**

If you would like to make a donation to **“SUFA”** (Stepping Up for Arts), our 501c3 charitable arm, please write a separate check made out to SUFA and enclose with your membership form and dues and mail/deliver to Carolyn Gaziano. All donations will be used to fund art teacher grants and art student scholarships in Brunswick County. You will receive a receipt letter for your tax records. **Donations of any amount are very much appreciated.** Your contribution will designate you as an Artisan Patron and your name will be listed on The Artisans’ webpage.

Membership Chair Only:

#### Artisan dues

Check #	Amount	Date

#### SUFA donation

Check #	Amount	Date

## ARTISAN COMMITTEE DETAILS

### Membership Committee-needs 4 Members

Work with Membership Chair to:

- Enlist members into the Artisans and maintain database of Artisans.
- Assist with updates of membership forms, distribution and collection of dues.
- Assist in planning social/orientation events for members.
- Develop and review policies and procedures for initial membership.

### Artistic Integrity- needs 8 members

Work with Artistic Integrity VP to:

- Assist in jurying all items displayed for sale
- Ensure the quality of items offered displayed at retail events meet quality standards.
- Develop and review policies and procedures and jurying standards.
- Initiate a review process for items in the gallery and at retail events including comparison to other gallery items.

### Gallery- needs 25

Work With Gallery VP to :

- 2D Hanging Committee – hangs 2D artwork in the gallery.
- 3D Distribution Committee- decides/designs placement of 3D items in the gallery.
- Assist and organize gallery clean-up, repairs, upkeep.
- Coordinates First Friday events: set up calendar, buy supplies, contact musicians.
- Coordinate Art on the Porch:set up and take down.
- Coordinate Featured Artists: set up and take down.
- Coordinate update of gallery decor.
- Review gallery hours and manpower needs periodically.

### **Finance Committee- needs 8 members**

Work with Treasurer to:

- Become proficient in Square Technology and work with cashiers to solve problems.
- Balance QuickBooks to Square daily.
- Provide for cash needs; provide change for cash drawer, deposit cash daily, confirm settlement sheets.
- Pay monthly bills as needed for the Gallery.
- Track credit card transactions in QuickBooks.
- Calculate and Pay Monthly Sales Use Tax.
- Calculate and generate monthly artisan checks for gallery and retail, place checks, signature page and check clearing forms in gallery.
- Calculate and pay quarterly estimated taxes.
- Track and prepare monthly budget and sales reports, present to steering committee.
- Prepare and send weekly and monthly reports.
- Upload inventory requests in Square, generate barcodes for Artisans, place in gallery.
- Create a backup report of Square Inventory of all Artisans inventory monthly.
- Retail Events: Ensure adequate cash, set up registers and cash boxes.
- Develop and review policies, procedures and forms.

### **Retail- needs 21 members**

Work with the Retail chairs to plan and organize non-Gallery sales events for Artisan members:

- Spring/Autumn Festival/ Holiday Boutique: plan and organize events. Solicit artists, schedule shifts/jobs of participating artists.
- Manage storage collaboratively with Gallery director.
- Ensure all participating artisans have submitted a signed Retail Agreement Form and have paid membership dues for the current calendar year.
- Develop Policies and Procedures.
- Organize change out of Community Center (quarterly).

### **Publicity / Communications- needs 10 members**

Work with Publicity/Communications VP to:

- Send out announcements to members
- Send announcements of events to the community for The Artisans and SUFA.
- Set up and implement advertising campaigns (with Budget) for the Gallery and retail events.
- Update signage for the events and strategically place signs.
- Advertise in local media such as STJ, SPT and Brunswick County magazines / websites / newspapers; Newcomers Club, etc.
- Update website and Facebook pages.
- Develop and review policies and procedures.
- Support marketing efforts as needed.

## Community Outreach SUFA Events and Workshops- needs 18 members

Work with VP SUFA Community Outreach to:

SUFA Events:

- Plan and implement events to meet annual fundraising goals. Present list to SC for approval
- Manage Holiday Boutique Raffle (or other fundraising project).
- Develop a list of community outreach programs to assist the local community.
- Develop and review policies and procedures.

Educational Workshops:

- Set up and coordinate educational opportunities for The Artisans and the community.
- Work with the communications committee to advertise the classes.
- Bring in an outside instructor several times a year.
- Manage finances for workshops to include refreshments, salaries, materials, etc. ensuring that all workshops profit SUFA (or break even).

## Community Outreach Grants & Scholarships

Work with VP SUFA - Art Appreciation and Education to:

Scholarship: (Mainly a Spring duty)

- Assist with budget recommendation to steering committee.
- Review and update the scholarship application form and scholarship criteria.
- Send application to guidance counselors, teachers, and director of fine arts.
- Coordinate with communications to post application to website and FB and publicize the recipients.
- Review all applications and recommend applicants to steering committee for approval.
- Develop and send award letters to students.
- Send announcements to colleges with checks.
- Produce award certificates for each student.
- Attend awards ceremonies, Invite winners to quarterly meeting in June.

Grant Giving ( Mainly a Fall duty.)

- Assist with budget recommendations to the steering committee.
- Review and update grant criteria and grant form.
- Send letters and applications to fine art teachers.
- Review applications, recommend applicants to the steering committee.
- Arrange Award ceremony for January quarterly meeting.
- Work with Finance to arrange for checks to the schools.
- Maintain photos of projects.
- Attend the Professional Development Day meeting for teachers ( August).

## Special Gallery Committee

Work with the Special Gallery Chair to:

- Explore physical changes to the building to improve recognition as an art gallery.
- Develop and implement sales and marketing training for gallery staff .
- Analyze sales data (size, price, location, style, type of customer.
- Support marketing efforts as needed.

### **Communications / Marketing Committee**

Work with the Communications/Marketing Chair to:

- Investigate marketing opportunities to partner with art groups.
- Create a kiosk at the gallery to familiarize customers with artisans.
- Investigate opportunities to partner with wine stores/breweries/ food trucks for events.
- Write articles marketing the Artisans to various media.
- List events in local calendars, the event guide.
- Work with the Chamber of Commerce.
- Partner with local restaurants (show receipt get % off), and activities (Ghost tour of Southport. Trolley, etc.)
- Assist members in developing their social media pages.

### **Training/Education Committee**

Work with the Training/Education Chair to:

- Develop orientation/ welcome sessions for new members.
- Develop a speaker series and/or demonstrations for general meetings to facilitate cross training and new ideas.
- Conduct sales / marketing training for retail events and the gallery.

### **Market Research Committee**

Work with the Market Research Chair to:

- Identify demographics of our customers.
- Research the demographics of competitors.
- Collect and present data, findings, and recommendations.
- Analyze data from social media posts and interactions.