

THE ARTISANS 2026 Membership Renewal Form

I am renewing my Artisans annual membership. I understand that in order to participate in any retail events, I must renew by **December 31st**.

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

ARTIST CODE: _____

MEMBERSHIP INVOLVEMENT

It is **mandatory** that each Artisan participate in a committee each year. A member participating in any sales event (Retail Events), is also required to work shifts for that event. Please list your first, second and third choice (your choice will be accommodated as much as possible). Failure to participate may result in a membership suspension. Descriptions attached.

1. _____ 2. _____ 3. _____

GALLERY:

If you are an **Artisan Only** and would like to be considered as a Gallery Member in the future, please check

_____ Yes, I would like to become a Gallery Member when space is available.

2026 Membership Renewal/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.

Upon renewing my membership as an Artisan, by signing and submitting this Membership Renewal 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.

Signed: _____ **date** _____

Member Forms and Dues: **Please print this page only,** Mail or drop off this form and a \$50 check payable to **"The Artisans" to:**

Carolyn Gaziano 3502 Members Club Blvd, Southport, NC 28461

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

If you would like to donate 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. All donations will be used to fund art teacher grants and art student scholarships in Brunswick County. You will receive a receipt for your tax records.

Donations of any amount are very much appreciated.

Check # Amount Date

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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.