

Sitting Instructions - Thank you for sitting at the Gallery today!

Whom to Call?

General: **Alison**, (Policies, Procedures, EAC or Chamber Relations, Community Programming)

Physical World: **Helena** (Hanging Committee Chair, OPS) **JoAnne H**, (Sitting Schedule)

Virtual World: **Jen M**, Courtney (Web presence, Virtual Shows, Newsletters, Artful Zoom), **Alison** (Socials)

Transactions: **Lisa S** (Registering Art in and out through Chart system, checks, reimbursements)

Landlord: **Barbara Moskol**

Officers • President: Alison Brynn Ross • Secretary: Lysa Intrator • Treasurer: Lisa Sarish

Check in:

1. Unlock front door. Open slider to deck by removing pole at bottom.
2. Put out Open/ART flag by the front door and either Pride flag or open flag on back deck.
3. Move wheeled-sign to the street and secure with a hook to the deck
4. Put out fresh water for the dogs. Check if outside plants need water.
5. Turn on main light switch by the front or back doors. Sconce light switches are in the kitchen, see the LIGHTS sign. The Fan Switches are right above the sconce switches a bit awkward to reach.

There are 3 can lights on timers - one in kitchen lighting Joyce display (11am-5pm) and two in front rooms (6-10pm), please don't touch the settings or turn off/on.

6. Log into Square. Code is 3008

Check Out:

1. Bring sign and flags inside.
2. Put dog bowl in the bathroom.
3. Lights out by door and in the kitchen.
4. Log out of Square.
5. Close and lock sliding door.
6. Lock front door and lock back door as you leave.:

If you make a sale, the process for replacing work is:

1. Replace piece with reserve piece.
2. Call Artist and let them know they made a sale and inform them if they do not have a reserve piece.
3. Let Artist know you are replacing it until they can get a painting in.
4. Put a like-size painting in its place until Artist can replace it.

Questions processing a sale? Please contact: Alison Ross: (843) 478-2802 or Jen Maffett

Bubble wrap and assorted packing materials are in the kitchen.

Cash box combo is 109 if it gets locked. Leave box unlocked.

Shipping – the Gallery does not ship. If a customer wants a piece shipped, the artist should arrange the shipping and submit the Post Office receipt to the gallery –The Gallery will re-charge customer and reimburse the artist. Shipping charges will be done via credit card.

Bored? If you are not busy during your shift, please check the bathroom and clean as needed. Please vacuum if needed. Please wipe shelves if needed. We also have a gallery sketchbook that all are welcome to draw, doodle and collaborate in.

Reminder: If you cannot sit on your scheduled day, contact another member to “trade” your day/hours. Then alert JoAnne so that she can update the schedule.