

## WORKSHOP CHAIRPERSON RESPONSIBILITIES

Get the artist's contract from the board. The contract will inform you of dates, times, and location, as well as other details around that artist's visit.

Work with the board early on to establish dates for opening registration and details around registration.

Work with the website coordinator to get workshop information posted to our SWS website. Registrations and fees will come through our SWS website.

The website coordinator will help you know how to monitor our SWS emails to keep track of registrations and payments. The website will keep a record, but you will also need to find your own system to keep tabs on everyone.

Work with the board and especially the show chair to determine who is responsible for arranging hotel reservations and transportation for the artist, if necessary (some artists take care of these things themselves, some want us to do it. Again, the contract will include the details.)

Keep track of registrations and payments.

Answer questions from possible participants and registrants.

Check with the workshop location on details (for example: date, time, when doors will be open for access, and such).

Make contact with the contracted artist early on and answer questions they might have.

Get the supply list from the artist and share with participants. Consider posting to website.

Communicate with the show chair to find out details on show awards presentation and reception. Share this information with workshop participants (date, time, and venue) well ahead so they can plan on attending if they wish—especially if you have participants traveling from outside our area.

Decide if you would like to provide snacks at the workshop. (Usually we provide coffee and tea, and maybe some very basic snacks). Find out if there is a coffee maker, etc. or if you will need to bring things. Ask the board to approve expenditures ahead of time. Save your receipts to turn in.

It is SWS tradition for the board to go to dinner with the artist one evening during the workshop dates. Work with the board on this to determine who is responsible for planning. Some artists like to open up this opportunity to all workshop participants. Plan ahead to see what the board has in mind and because restaurants that can accommodate us without a room use fee can be hard to secure.

Be available to troubleshoot and answer questions during the workshop—from painters and for the artist.

Workshop chairs receive half off the price of the workshop.

## TIPS/ADDITIONAL INFO:

submitted by Margo Sety, chair for the Iain Stewart workshop, April 2023:

If the workshop is at Spokane Art Supply, they are very accommodating. They will open back doors early for us to access room. They will stay late for us if the workshop is outside of store hours. It is worth checking with them just in case. They don't charge us for use of their room, and appreciate any sales that happen as a result of the workshop. They have a coffee maker, hair dryers, easels, and extension cords in the room. They have a projector/ monitor for artist demos. They will replace the paper on the tables in advance of each workshop.

Iain Stewart had requested that we try to set up a dinner for workshop participants. It was really hard to find a restaurant that could accommodate us without a room fee. We had our dinner at the Old Spaghetti Factory. It was wonderful.

Usually SWS books rooms at the Ruby River Inn for artists (if the artist is not making their own reservations). Another option is the Riverfront Park Travel Apartments.

<https://www.stayriverfrontpark.com/> I stayed here during the workshop. It would be a good fit for someone who wanted a fully supplied mini apartment (kitchen, dishes, washer/dryer). I estimated that it would cost \$100 less than an equal-length stay at nearby hotels.