## Duties of the Exhibit Chair(s)

**Overall Responsibility**: Secure exhibit space for club photography shows and organize the shows.

**Duties:**

- Recruit exhibit committee. Functions may include: scouting out locations for shows, taking the lead on an exhibit, preparing labels).
- Establish number and type of exhibits per year, (i.e. - all member show, juried, themed, etc) with consent of the exhibit committee.
- Find locations for club exhibits, (cafes libraries, restaurants, frame shops, furniture shops, or museums).
- Prepare detailed plan and procedure for each exhibit.
- Notify camera club members and take sign ups a minimum two months in advance of exhibit.
- Establish guidelines for each exhibit (e,g., size of pictures and other specs, date/time to deliver, etc.)
- Establish maximum number of photos for each exhibit (& determine # of pictures each club member can submit based on available space and date of sign up).
- Prepare business cards for accepted photos including Maker, Title, Price
- Set dates for installation, take down and pick up.
- Create a team of assistants, for installation, take-down and pick-up, and other tasks as needed.
- Draft publicity (e.g., newspaper write-up, web announcement**).** In addition or alternatively, design and distribute a flyer that can be posted in store windows, etc.
- Design, produce and mail or email invitations one month in advance.
- Put out a guest book for people's comments.
- Write up and display information re our club and contact information at show location..
- The following additional tasks will be undertaken as appropriate:
    - Organize refreshments for reception
    - Execute publicity (e.g., post card) with sponsoring organization
    - Sign contract with participating locales, including info on insurance, damage, fire and foreclosure.
    - Design and produce basic entry/release form for members to use for release of photos for an exhibit and for release of photos when picked up
    - Coordinate postcard selection process if exhibit postcard is to be used
    - Arrange jury/judges for shows that require them and establish procedure for judges' review
    - Prepare master list for display at exhibit, (Maker, Title, Price)
    - Establish process for sales
    - Set date for opening reception. Establish an invitation list.

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