

GALLERY SITTING INSTRUCTIONS

Please read through all instructions. By following these guidelines you can make the difference for contributing to a successful show and helping our artists to sell their work.

1. It is your responsibility to keep your gallery sitting date and time

It is OK to bring a spouse or a friend to sit with you. If you find that you cannot sit on the scheduled date, you are responsible for finding a substitute. Call Diane Bergh at 650-948-5928, giving her as much prior notice as possible. She will provide you with substitute names to call. Call her back with your replacement.

2. Plan on arriving 10 minutes early for your shift

Morning shift, arrive at 10:50am, and go through the "Staff Only" door to the right of the Triton Museum main front door. Ask to have the Rose Shenson Gallery unlocked, and **make sure they also turn off the alarms to the gallery and the bathrooms!**

- Go to the Triton lobby and check that the SCVWS sign is displayed and visible.
 - Hang the SCVWS banner on the railing outside the back door
- Afternoon shift, arrive 10 minutes early and check in with the current gallery sitter.

3. On the desk, check that we have everything ready for visitors

- Price Lists, SCVWS Brochures and Membership Forms.
- Voting box and voting slips, pens
- Artist Statement/Bio Book
- Guest Book with pen (open, and inviting!)

4. Gallery Sitter instructions and supplies are inside the desk

The white binder for gallery sitters contains the buyer roster, registration list by artist, painting title, or ID#, any changes to this guideline, announcements, and other important information. Spares of brochures and forms will be in the drawer. If supplies are running low, call Leslie Lambert, 650-948-9141 home, 650-248-5999 cell or email lazure@pacbell.net, as soon as you can.

5. Greeting visitors

- Encourage them to sign the guest book, and offer them a price list
- Ask them to vote on their favorite painting. Let them know that the three winning artists will get a prize.
- Artists? Give them a SCVWS brochure and application, if interested.

6. Making sales

- **Take payment by check:** write up a **sales receipt**. The price is assumed to include sales tax – it is the responsibility of individual artists to report it.
- **Fill out Buyer Roster:** have buyers and other interested parties add their contact details, the painting/artist and status on the buyer roster. Notify the artist as soon as possible.
- **Provide (Prospective) Buyer with Artist contact info:** write the artist's name & phone number on a SCVWS business card. Explain sales may be handled directly between the artist and customer.
- **Sold paintings:** Affix a red dot (in desk drawer) on the title card over the price. Send the check to the artist, or have them collect it. Do not leave checks in the Gallery overnight.
- **Not for sale (NFS):** still get the name and phone number of interested buyers since the artist may have other similar works, or a commission may be possible.
- Paintings must remain in the gallery until the end of the show.

7. Taking a break

- Bathrooms (see map in binder) are located in octagonal building #3 (you are in building 1). If you need to use the facilities, **lock both gallery doors** and tape note on door (see "will be right back" note in binder). You will need to have the Triton unlock the Gallery door.
- Bring a lunch, snacks and something to drink with you. Water and cups will be in the left desk drawer.

8. Closing up

- If the next gallery sitter does not come, wait 10 minutes more. Then check the gallery sitting schedule in the white binder. You can try to call the person (there is a public phone in the Triton Museum), or call one of the substitute sitters on the list. If necessary, close the show for the day.
- If you are the last shift of the day, start closing 15 minutes early.
- Bring in the banner from the back railing, roll into a cylinder and secure with rubber bands.
- Check that **all doors are tightly closed and locked upon leaving**.
- Let Triton staff know that you are leaving.