

DADCA Keystone

GALLERY ORGANISER RESPONSIBILITIES

1. Book the Dornoch Social Club Struie Room for 2 weeks at the beginning of June.
2. Communicate with potential gallery exhibitors in January.
3. Organise:
 - a. and distribute leaflets, advertising and update social media
 - b. submission of exhibit inventory and personal resume by all exhibitors
 - c. revision of DADCA website page with relevant details and images
 - d. helpers for the event with instruction in the card reader sales process
 - e. the layout of the Struie Room and help for hanging pictures
4. One week before the event check the Struie Room, clean and as necessary repaint scuff marks on walls.
5. Ensure all monies are given to the DADCA Treasurer who will make due payments for sales to exhibitors and settle all expenses and fees.