

## **New Member Information**

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### **General**

When you become a Member of the Artists' Workshop Gallery you will be supplied with the following:

1. Name Tag: Wear when working in the Workshop
2. Name Plate: This will hang above your artwork.
3. Key: (Requires a \$5 deposit) front door key is your responsibility

### **Featured Artist**

Sign up to be a featured artist for one month. There are usually two each month. Get your info (writeup, photo, image of one of your artworks) to the Sentinel Record a week prior to Gallery Walk evening. As one of the two Featured Artists you will supply refreshments for the Gallery Walk night (the first Friday of the month). Refreshments are to be your choice.

A week prior to Gallery Walk you may want to send out cards to friends and supporters announcing your showing.

### **Sales**

When you have made a sale, the information is posted in the back room. There is usually an experienced member working that can help you.

Materials belonging to you that are left at the Gallery should be labeled with your name. If leaving for general information or use, attach a note so indicating. If you want it returned be sure to note that.