

## **SAWG Show Exhibitor/Docent Responsibilities**

If you are new to SAWG or a seasoned member and you plan to enter a show, you will be requested to sign up to docent by email or when you drop off your artwork. But first, you need to be oriented to the Gallery. It is important that you attend a docent orientation session so that you are comfortable with the docent responsibilities which include, in part, customer service, sales procedures, recording and reporting sales and gallery procedures, such as opening and closing the gallery. This helps the gallery to run smoothly. Orientation objectives and the Checklist is available on our website for you to review. It can be found under the Shows tab, then resources and docent information. Completed checklists are maintained by the Gallery Manager.

Attending the orientation gives you the opportunity to practice the docent responsibilities under guidance of an instructor.

The Gallery is a major asset to SAWG and to you as a member. It gives us a regular place to hold our shows and a place for your work to be seen by the public. Most art groups do not have this benefit and it is wonderful, but it requires a minimal amount of work from each member, such as docenting and occasionally volunteering to help with a show or an opening, etc.

Docent orientation sessions are held on an as needed basis. Other arrangements can also be made upon request. You are responsible for signing up.

You can sign up by emailing or calling Tracy Lynn Ross at [tlross3@yahoo.com](mailto:tlross3@yahoo.com).