



SOUTHERN ARIZONA WATERCOLOR GUILD, INC.

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SOUTHERNAZWATERCOLORGUILD.COM

## SAWG Docent Policies and Responsibilities

The SAWG Gallery is a premier benefit of membership and offers an ongoing venue for members to exhibit their artwork throughout the year. Exhibition shows at SAWG allow members to publicly display their artwork, offer their artwork for sale, and have their artwork compete in both point and non-point judging. The SAWG gallery is staffed entirely by volunteer members. To support the gallery and the shows, members entering artwork in a SAWG show are required to serve two to four days as docents during the time of the show they have entered, depending on the length of show.

Docent responsibilities include:

- opening and closing the gallery
- general customer service (greeting customers, answering questions, answering the phone, and promoting SAWG activities and benefits)
- completing and recording sales of merchandise on our POS system

Before serving as docent, members must receive training on the procedures and operation of the gallery. Docents work in the gallery in pairs. Newly trained docents are always paired with more experienced docents until they gain the experience needed to feel comfortable with the procedures. Orientation objectives and the Checklist are available on our website for you to review. It can be found under the Shows tab, then Show Resources and docent information.

Docent training is offered on an as needed basis. If you need training, contact one of the Docent trainers. List of trainers is found on the [website's](#) Member's Only page under the Gallery tab. Also, at check-in the docent scheduler should be able to provide you with that information.

Members may sign up for the required docent shifts by email to the Docent Coordinator or when they drop off their artwork for a show.

If a member is unable to fulfill docent responsibilities for a show they wish to enter, the following options may be employed.

1. It is the responsibility of the artist/docent to try and find a member to substitute docent and fulfill their show docent responsibilities. You can find a list of docents at the bottom of the docent calendar or contact the Docent Coordinator or Show Chairs for names of possible volunteer docent substitutes. Members may also trade directly with another artist/docent in the show. All docent trades and substitutions must be communicated to the Docent Coordinator for the show and placed on the calendar.

2. If a substitute cannot be found, the artist will pay \$50.00 (per show) in lieu of serving as docent for the show. Payment is required on check-in day and paid to the Docent Coordinator. If the docent can't docent one of their required days the fee is still \$50.00 no reduced fee.