

RIO COSTILLA STUDIO ART TOUR COMMITTEES

Roster & Contact Information – maintains latest member roster. Must be Microsoft proficient.

Signs Preparation, Delivery, & Pick-up – preparation work done on signs for Tour, taking signs out of storage & making inventory list to correspond with day map, & returning signs to storage after Tour.

Brochure Production – design & print 5,000 brochures, & generate design template for print ads.

Brochure Mailing & Distribution – get mailing labels, stamps & closures to mail 800 brochures in early August. 5,000 brochures will be available for regional distribution.

Advertising – schedule size, location, cost & placement. Advertising templates will be provided according to publisher requirements.

Written Materials (Press Releases & Articles) – identify paper/magazine articles from 2015 & other lists, determine submittal dates, decide length, & find photos for articles & press releases.

Press Release (Radio) – generate radio press releases for Tour, & coordinate day sponsors with Studio Tour Members & KRZA.

Electronic Media – list the Studio Tour with various electronic bulletin boards, travel guides, & calendars.

Website & Cloud Storage – help needed putting photos, membership roster, & visitor mailing list to the cloud, so publications & members can access photos.

Hospitality & Information at the Plaza – provide information to visitors, man the sign-in table, keep an eye on People's Choice Award show & ongoing balloting.

Garage Sale – sort & arrange donations, price donations, & collect payment for items bought. Arrangements will be made to have leftover items hauled away.

Emerging Artists – review & distribute applications, distribute flyers & issue press releases, solicit entries, collect artwork at drop-off points, turn artwork in for judging, help solicit art supplies & funds, hang shows, man the awards

ceremony, & provide food. Will also need a host for the People's Choice Award show, someone to print certificates, & a photographer for the Ventero show.

Funding – Thank you for your donations over the years. Your generous contributions have resulted in over \$3,000 worth of supplies & cash awards to these emerging artists. If you have cash or supplies to donate, please contact Motte or enclose when returning your application.

***The Rio Costilla Studio Art Tour is a wonderful community-wide event that has continued to grow over the years. The Tour itself requires a lot of dedicated volunteers to make it happen. Please take the time to consider what committee (or committees) you would like to be a part of & submit on your application. We certainly appreciate those of you who have given your time and energy in the past, and we do hope to see some new faces involved with the Tour this year!