

## Artists Hospitality Chair

The Artists Hospitality Chair is selected by the Fair Chair and is part of the Artist Exhibitor's group. The Hospitality Chair is authorized to recruit others to share the workload. The Chair oversees the Committee that is responsible for procuring and providing refreshments for the artists and cultural performers during the Fair.

### Tasks

- Supervises the purchase and delivery of needed food and beverages during the Fair, to include morning coffee and breakfast at the Hospitality Tent, as well as afternoon snacks packaged and distributed to the artists' tents.
- Solicits appropriate snacks from the Guild membership.
- Attends all Fair Committee Chair meetings.
- Checks estimated costs against the current budget, and reports any expected overage above \$500 to the Fair Chair.
- Recruits, schedules and helps train volunteers through Volunteer Placement, Corporate Volunteer Placement.
- Submits the list of volunteers to the Volunteer Placement Chair for badges to be made.
- Acknowledges by thank you note, or other means, appreciation for the work done by volunteers working for the Committee.
- Submits vouchers and vendor invoices to the Guild Treasurer for payment.
- Reviews the committee job description posted on the Guild website, and sends recommended changes to the Fair Chair.
- Attends the Wrap-Up Meeting after the Fair and submits the Committee Report to the Fair Chair.

Revised 6/21/2024