

## Demonstrators and Non-Profits Committee Chair

### The Chair

The Demonstrators/Non-Profits Committee Chair is appointed by the Fair Chair and may recruit others to share the workload. The Chair leads the Demonstrators and Non-Profits Committee to identify about 10 artists to display, demonstrate, and discuss their art to the public, as well as to facilitate the placement of booths for nonprofit organizations.

### Tasks:

- Reports progress and problems to Fair Chair and attends all Fair meetings scheduled by the Fair Chair.
- Invites the Fair Chair to all committee meetings.
- Acknowledges by thank you note, or other means, appreciation for the work done by volunteers working on this committee.
- Sets up meetings and makes all arrangements necessary with the Museum Events Coordinator.
- Identifies artist and non-profits special needs and aids with setup prior to the Saturday opening.
- At the end of the year, reviews the committee job description posted on the Guild website, recommends any necessary changes and sends to the Fair Chair.
- Attends the Indian Fair & Market Wrap Up Meeting
- Submits the annual Committee Report to the Fair Chair
- Reviews the Fair budget for this Committee and notifies the Fair Chair and Guild Treasurer of any overage expected above \$500.
- Creates a resource file of artists who have demonstrated or have expressed a willingness to demonstrate.
- Creates a resource file of non-profit organizations that have participated or that might want to participate.
- Contacts a selected list of demonstrators and non-profit organizations asking for their availability and interest in participating.
- Mails contracts to entertainers who have agreed to perform detailing their performance schedule, honorarium, and travel reimbursements (if any).
- Consults with the Fair Chair, Staging Chair, and Signage Chair about set up requirements, changing booth locations, and sign needs.
- Consults with the Museum's Facilities Manager about the installation of necessary electrical connections.
- Arranges with the Food & Beverage Chair to provide drinking water for the demonstrators.

Revised 6/21/2024