

## Captains' Job List

1. On our calendar please mark the schedule date and time for hanging, dates for the show's run, when work needs to come down, and reception on TVA calendar. Please do add dates to our calendar even if it is a recurring show, such as Hillsborough Chamber of Commerce.
2. Get help hanging if needed. Remind artists hanging and artists taking down the day and time.
3. Anticipate publicity at least a month in advance. For each venue the captain should ask what publicity info they need for us and they would like to use. (in some cases such as Hillsborough Chamber of Commerce they take care of most relevant advertising.)
4. Send theme, if any, artists, and images to TVA members responsible for posting announcements in various ways:
  - a. TVA web page — Trudy
  - b. TVA Facebook and Instagram — Hollie
  - c. Mailchimp - Karin requests individual info
5. Write a Public Services announcement and send to various online calendars as well as through email to different organizations online and in print. Use the attached PR reference David created for us. If corrects need to be made on this document, do fix it and send it back to Trudy to put up on our website, so we always have a useful list.
4. Coordinate food, and drink and staffing for reception

5. If TVA shows in a place where we need to take payment for art, make sure the TVA reception staff have PayPal or Square equipment capable of taking credit payments. (For instance we need to do this at HCC as well as FRANK Community Gallery),

6. If show is in gallery that takes responsibility for payments and taxes, communicate to participating artists the details, such as commission, and how and when artist's payments will be made.