

# CAEA Fall Conference Committees

## Standard Operating Procedures

### Registration

- Work with volunteers Chair to Ensure that registration table has at least on person working it during posted hours
- Problem Solve
- Hand Out conference packets
- Collect money and create registration page/badge for people registering onsite
- register workshop presenters, collecting contact information, and issuing certificate.

### Hospitality:

- Help with keynote speaker's needs and set up transportation from airport and return
- Gather items to bring to conference
- Organize volunteers to work the hospitality table
- Gather and set up items for conference workshop rooms
- Prepare items for checkout is; projector screens, power cords etc.
- Help members go in and update their personal information on the website
- Set up hospitality/publicity table (with Publicity Chair), Awards nomination box, Conference evaluation form box,, Colorado and US maps with push pins, Box for best presenter/workshop award, Extra programs for reference, Pens for writing, Decorations, candy container
- Set up CAEA computers -two set up for viewing of CAEA website and two for checking and updating personal information and e-mail
- Disseminate information as needed about the conference, directions, etc.
- Provide signage for each classroom door, Class Open, Class Full-Viewers Welcome, Class Full - Please do not Enter

### Communications

- Stationed at the hospitality table
- Organize conference memo board for messages and announcement
- Set up the "Good News Box"
- Assist President-Elect with Master Class needs
- Direct volunteers to close classes once filled - will be done approximately ten to fifteen minutes before each class starts or earlier if needed - Signage to indicate class status

### Program Book

- Create the layout and design for the book, including advertising layout and pictures as needed
- Set time line and obtain all necessary materials (Classes and schedule) to complete the book several weeks before conference
- Serve as writing editor and proofreader
- Type in all conference data
- Contract printer and have book printed, number of books dependent on number of pre-registered participants +35
- Deliver the books to the conference site the night before the conference begins

### Awards:

- Solicit, Advocate and Collect nominations at conference and through out the year
- Receive and collect information needed for nomination packets and prepare them for the nominating committee to review
- Prepare awards packets and copies for CAEA Representative Council for vote at the April meeting.
- Notify nominees of status by mail within two weeks of rep council voting.
- Inform winners of the awards ceremony date and provide information about the process at this time. Vita form completed and collected, information about slide presentation, number of guest tickets, acceptance speech of three minutes, awards meal choices.
- Write winner biographies for the conference program, awards program book, and Collage, and include in press releases.
- In charge of awards publicity and correspondence, contacting awardees work and local newspapers
- Design awards program book and have printed
- Design the order of the Awards Program
- Meet with all award winners ahead of the luncheon to discuss the program and time constraints

- Obtain a three minute looping video from each winner to be played while he/she accepts the award - compile the video's together to create a single location for the program.
- Order awards plaques at least two months ahead of time
- Prepare winning packets for National level

#### **Vendor/Commercial:**

- Solicit vendors/retailers for table spaces and conference workshops
- Handle communications and contracts for the conference with the conference site
- Communicate with the Collage Editor and relay the vendor information and advertising details
- Create list of Vendors associated with the conference and supply to Program Chair
- Seek and confirm vendor participation/financial and as well as soliciting give-aways for the Saturday night bash, and Friday night auction and party. Past financial supporters have been RMCAD, Meininger's, Mile High Ceramics, ART Institute of Colorado as well as any other vendors who would like to support these events financially
- Greet vendors and organize vendor area at the conference
- Set up Coffee and refreshments area with conference site for vendors
- Coordinate with conference chair to schedule Vendor hours
- Be on site to meet their needs, answer questions, negotiate disputes, etc.
- Coordinate with Volunteers Chair to have people help with set up and clear the vendor hall at the closing hour.

#### **Advocacy/Postcards for the Arts**

- Set up table ahead of the event for postcard writing: supply wit postcards, addresses of state legislators, pens, postage, mailbox and chairs so people can sit and write
- Meet and greet any VIP's who will be at the table - get them coffee and or breakfast introduce VIP's to members as they come to the table
- Encourage members to fill out a postcard about the importance of Art Education and address it to their legislatures, stamp it and put it in the mailbox all at the same time
- Have postcards printed in black and white with wonderful examples of students artwork from through out the sate. Create at least six different styles of postcards
- Be at the table the entire scheduled time to answer questions, make introductions, encourage writing, etc.

#### **Volunteer Coordinator**

- Actively solicit volunteers for the conference. Volunteers serve two hour time blocks. You need to communicate with all other Conference chairs to coordinate needed times. Volunteer jobs include: manning tables in the registration area, closing classes that are full workshops helpers if requested, helping with Art Auction, Mater class assistants (should be a student volunteer when possible) ticket takers at events, vender hall conference badge checkers, etc.
- Coordinate with all Conference Chairs to be sure their volunteer needs are meet
- Acquire Volunteers from Registration Chair and contact them before the conference, confirming when they will volunteer.
- Send letter out to colleges and universities regarding the ten positions we are offering for student art education majors. Students must put in five actual contact hours as volunteers in exchange for free registration, awards luncheon not included with this offer. Hours that count do not include working as a class/master class helper.
- Provide the list of volunteers and time slots at the conference.
- In charge of placing volunteers

#### **Saturday Night Bash:**

- Plans and implements the Bash activities/festivities
- works closely with the CAEA President during the planning stages
- Provides the entertainment/music and decoration for the event
- Pre-requisite - creative and super fun individual
- volunteers needed to pass out prize and drink tickets at the door

#### **Conference Documentarian/Photographer**

- Photograph events as they happen including hands-on workshops, presentations, keynotes speeches, nightly events, candid shots and Saturday Night Bash
- Create short videos of the conference
- Create a slide show to be posted on the website
- post nightly updates on facebook

-create a library of images and film that tell the story of the conference: provide CD or memory stick of images to Collage and webmaster for publication use

#### **Art Auction:**

- Solicit original art and other valuables for the Art Auction
- obtain list of auction volunteers from the registrar and contact them via e-mail, before the conference encouraging participation and giving drop of information
- Have a collection table set up in the registration area to collect items and coordinate with volunteers chair, to be sure someone is manning it at registration times.
- create registration forms for items, including item discription, name of artist, estimated value, creating a tag for each item with an identifiable number for bookkeeping, it may be helpful to have a computer at the auction table to have information entered electronically.
- Have receipt book to write receipts for donations
- Take photographs of auction items as they are dropped off and create a slide show
- Determine the order of the auction items and which will be silent or live auction
- Work with the treasurer to collect money recieved during the auction and write receipts for purchases
- have paddles for audience, have a list at the door for assigning paddle numbers to names
- GEt a free high class auctioneer,

#### **Signage**

- Create needed signs for the conference These signs could include large signs for the registration area such as; Registration begins here, location of vendors, postcards for the arts, etc. Angie Wilsea presently has signage from past years
- Have materials onsite for creating both large and small signs on site

#### **Table Decoration:**

- Create the table decorations for the CAEA Awards Luncheon
- Decorations will be sold to the highest bidder with proceeds going to CEAE Scholarships
- Write a document that will lie on each table explaining the bidding process, where the proceeds go and how to pay if winning a bidder
- Create a bid sheet for each table
- Set up outside the doors to take money form the winners, also have collectors with a bag at all exits, as not everyone exits from the main doors, have collectors stationed for at least last half hour of awards to watch for earlier exitors

#### **Conference Site Coordinator**

- Negotiate Contract with the site, working along side the president'
- Establish repoir with on-site coordinator and work closely to keep on budget. Work as Liason between conference site employees and CAEA Council
- Be available for all room change and site needs and workshop presenters
- Work Closely with Schedule Coordinator
- Coordinate meals and drinks with site. Negotiate best prices and meal plans.
- Arrange for conference rooms, table set up, paper on tables for workshops, set ups needed for Keynote Presentations, Auction, Bash and Awards, microphones, risers, etc.
- have site save buckets, 2 per workshop room
- Count out allotted tickets for drink events to be handed out by volunteers at door
- Be sure to have all Conference chairs at site on Wednesday night to set up their areas. Have all signage set up and be sure classrooms have supplies, Registration table is ready to go
- Tarp at least 3 rooms, check with schedule coordinator for designated rooms

#### **Conference Schedule Coordinator**

##### **- Work closely with Site Coordinator and President**

- Put out a call for proposals and create a discription of needed classes coordinating with Conference theme
- When Workshop Proposals have been collected, tally the number of 1 hour and 2 hour workshops and create a schedule that best represents classes offered
- When Scheduling be sure to schedule Vendor workshops on Thursday, be aware of presenters who offer more than one workshop, and keep messy classes in tarped rooms (3)
- be sure to leave 30 min. set up time before and after room change and/or food events

- When schedule is set, contact all presenters and inform them of their workshop time and date of workshop with letter informing what they need to bring with them and ask them to check the online schedule and descriptions for accuracy
- Send out a reminder to presenters one month before the conference, reminding them of their scheduled workshops
- Create a certificate for presenters, recognizing their time and thanking them
- Have a check-in list of presenters, workshop titles, e-mails and cell phone numbers for presenter check-in at registration desk
- Create 8.5"x11" horizontal signs with daily schedules for each room

## **Master Class Coordinator Duties**

Master Class Coordinator works closely with Conference Schedule Coordinator to ensure cohesive and timely organization and communication between Master Class Artists and conference planning committees.

### **January-February**

- Master Class Artists selected and contacted.
- Schedule coordinator finalizes Master Class Artist registration online registration forms.
- Collect Master Class Artist biographies, head shot, photos of art work, and scheduling/lodging needs.
- Send all biography information and photographs to the schedule coordinator to be distributed for online design, Collage design, and Program Book design.
- Request donation for auction.

### **July**

- Send Master Class Artist contracts and make notes of special needs.
- Collect W2/I9 tax information
- Member online registration for Master Classes is organized to cap the class size when it has reached capacity for the venue.
- Confirm class date before registration begins.

### **September**

- Finalize any needs of the Master Class Artists.
- Work with conference volunteer coordinator to make sure that volunteer needs are met and work with the Master Class schedule.

### **October**

- All tax information is verified before checks to artists are signed.
- Checks are artists are printed for disbursement at conference.
- Master Class participant lists are all printed and brought to conference.

## **On Site Conference Duties**

- Check in Master Class Artist- W2 signed, check delivered, updated class list provided.
- Manage Master Class Artists and volunteers.
- Assist Master Class Artists with workshop needs.
- Collaborate with volunteer coordinators to ensure all volunteer time slots are covered.
- Manage/direct volunteers who assist the Master Class Artists or assist with the facility/classes in any way.
- Cover ANY open volunteer time slots.
- Manage the care and keeping of Master Class facilities and Master Class traffic including set up, clean up, transitions, etc. to ensure facilities are kept to a standard higher than is expected.
- Review condition and expectations of facilities prior to the beginning of classes.
- Review condition and expectations of facilities at the closing of classes.
- Manage beginning of classes and mid day transitions of daily classes to assure needs of artists and participants are met.
- Management of on site needs may include working with another volunteer to assure that all needs are met, as to allow the Master Class Coordinator to still take part in fall conference activities during the day.

### **Master Class Contract Bylines**

Artists receive:

- \$150.00 stipend on the day of their CAEA workshop
- One night stay at conference
- Personal assistant

Artists provide:

- Any necessary materials to be used in the class, what the participant must bring, what the artist will provide.
- Material fee and information about what materials fee covers,
- Fee information for participants to cover material costs
- Personal identification information for tax purposes
- Biography, head shot photograph, and photos of art work for use in CAEA publications.