**SWEET PEA COMMITTEE: ARTS & CRAFTS** **TIMELINE & JOB DESCRIPTION**

**Location:** Lindley Park (under the trees, east of Buttonwood Drive)

**Assistance:** 2-3

**Supplies:** spray chalk, tape measure, signage

**Contacts:** Previous applicants, previous sellers, new applicants, jurors, MSU, Public Relations Committee

**Misc:** Entry fee for 10x10 booth: $90 in ‘92-‘94; $100 in ‘95-‘96; $140 in ‘97-‘98; $160 in ‘00-‘01; $180 in ‘02; $225 in ‘03; $250 in ‘04-‘05; $260 in ‘06; $265 in ‘07-‘09; $295 in ’10-‘13 for 10x10 and $445 for 20x10; 2014-2017 $345 for 10’x10’ in ’14 and $495 for 20’x10’ (limited number of 20x10 booths). Fee includes 2 admission bands. Application is through Zapplication.

Jury fee: free prior to ‘05; $10 in ‘05-‘07; $35 in ‘08-’10; ’11-‘15 juror fee was $40. 2016-17 juror fee lowered to $35.

 There is room in Lindley Park for approximately 110 booths (see notebook for details and diagrams) but optimum is 100.

**On-Going:**

* Track the hours you’ve volunteered monthly; keep your own record to submit to the office at yearend or email your hours when requested by the office
* Keep updated list of inquiries, past applicants, exhibitors by year, etc.
* Respond to inquiries regarding the Sweet Pea show, dates, requirements, etc.
* Annually coordinate the details for Festival with craft show websites
* Be an ambassador for the Festival; recruit Festival-time volunteers and potential board member candidates
* Keep Division Coordinator apprised of your progress and include him/her on documents sent to the Exec. Director for review and approval
* Attend Sweet Pea Board meetings
* Review all meeting minutes for accuracy and to keep up with what’s going on if a meeting is missed
* Provide Exec Director with newsworthy happenings in your committee to post on social media

**January:**

* Review the budget as prepared by the Executive Director and Finance Committee; offer input before approval by the Board
* Submit estimated expense budget to Secretary/Treasurer and Division Coordinator before expenditures begin. Watch for the deadline on this to be given by Secretary/Treasurer each year
* Line up Committee members as needed to share in duties
* Coordinate with Executive Director on contract with Zapplication (“Zapp”) – this is for handling of Arts & Crafts apps. Update Zapp with the current year’s application (Executive Director needs to edit and approve before posting live). Ensure the header is for the current year’s Festival
* Forward Zapp link to Sweet Pea Office for posting on our website
* Copy online application into a Word document and forward to the office for the official files
* Publicize that Sweet Pea is now accepting Arts & Crafts applications (coordinate with Public Relations Committee)
* Coordinate with office on sending a mass email to past participants announcing the show

**March:**

* Monitor applications as they come into Zapp. Deadline approximately April 1; no later than April 15
(144 apps in ‘92; 193 in ‘93; 224 in ‘94; 220 in ‘95; 239 in ‘96; 237 in ‘97; 220 in ’98; 217 in ‘99; unknown in ‘00; 220 apps in ‘01; unknown in ‘02; ~200 in ‘03; ~172 in ‘04; 168 in ‘05; 156 in ‘06; 198 in ‘07; 205 in ‘08; 237 in ‘09; 222 in ’10; 178 in ’11; 169 in ’12; 183 in ’13; 179 in ’14, 190 in ’15, 182 in ’16, 162 in ‘17).

**April:**

* Select and confirm jury (minimum of 4 members); notify Executive Director and Division Coordinator of jurying
* Familiarize self with how to blind jury in Zapp
* Jurors can jury the applicants on their own time or a selection party can be put together.
* You can invite up to 115 in anticipation of declines and also wait-list other applicants (up to 20).
* Acceptance, wait-list, and rejection emails sent to all applicants using Zapp. (Acceptance to include detailed instructions for exhibiting to be reviewed by Executive Director before being sent.)
* Track entry fees in Zapp and update the office
* With the FAV program and the length of time it takes to jury, free Festival admission should be offered to jurors
* Submit Arts & Crafts information to the Schedule of Events Chairperson for inclusion. Double check vendor hours and gate hours coincide.

**June-July:**

* Secure and organize volunteer helpers. It is mandatory to have yourself and at least one other person to help check artists in on Friday and communicate loading out to vendors Sunday afternoon so they know the process.
* Request wristbands for exhibitors from the Sweet Pea office (2 per booth included in booth fee)
* Monitor any accepted vendors who cannot attend and fill with an alternate
* Continue monitoring and corresponding with artist via email and phone

**July:**

* Put together floor plan for which vendors go where.
* Artists and wares publicized (coordinate with Public Relations Committee)
* Send rules/guidelines to all vendors via email and letter; make sure Executive Director reviews and edits first
* Download final vendor list from Zapp and submit to the office
* If needed, meet with Physical Arrangements to determine traffic flow, unloading/loading times, etc.
* Make loading passes – coordinate color with Food Concessions so different colors are used

**August:**

* of map/floor plan on Friday of Festival
* Secure lunch for exhibitors, to be served Friday afternoon during check in
* Stake out locations on Thursday for booths – see prior layout to help with this
* Check in artists Friday 9:00-1:30 p.m. in Pavilion area (stagger check in times) – give booth space assignments and distribute wristbands. Make sure vendor name, booth number, and event name are legible on their loading passes (2 people to check-in artists is recommended). In 2014 a staggered check-in process was used that seemed to cut down on congestion and is now SOP.
* Monitor booth area during Festival; make sure vendors follow all rules and guidelines during the show
* Monitor and assist with clean up Sunday p.m.; help monitor traffic flow.
* Submit all individuals and business names that assisted or contributed this year to Executive Director for thank you page on website.
* Submit feedback on this year’s events – fill out and return evaluation form distributed from office staff
* Submit all invoices to the office as they are received. All receipts/personal reimbursements are due by Oct. 2nd

# Past Jurors

# Jurors in ‘17

# TBA

# Jurors in ‘16

# TBA

Kris Olenicki

# Jurors in ‘15

# TBA

# Jurors in ‘14

# Greta Bradford

# Jerome Center

# Beth Kuhl

# Lauren Patti

# Jurors in ‘13

# Tracie Jenkins

# Lauren Patti

# Neil Thomas

# Jessica Vionas

# Jurors in ‘12

# Holly Allen

Stephanie Edwards

Zach Lowe

Andrea Smith

Amy Thomas

# Jurors in ‘11

# Nicole Yurko

# Jessica Vionas

# Richard Kennedy

# Tracie Jenkins

# Lou Walters

# Jurors in ‘10

# Kari Oelkers

# Linda Babcock

# Courtney Griggs

# Lou Walters

# Kate Townley

# Megan Walthall

#

# Jurors in ‘09

Tanya Cotterell

Tracie Jenkins

Teresa Jessee

Sabine Morgan

Korrie Womack

Kyle Sims

# Jurors in ‘08

Jennifer Walker

Logan Schelvan

Kristen Schelvan

Sam Bennett

Neil Thomas

# Jurors in ‘07

Eddie McDaniel

Leslie McDaniel

April Bennett

Tracie Jenkins

Jennifer Rusnak

# Jurors in ‘06

Annie Cooper

Heather Bentz

Mark Price

Richard Parrish

# Jurors in ‘05

Jane Battle

Craig Campbell

Lori Campbell

Ted Hammond

## Jurors in ‘04

Ted Hammond

Yvonne Craighead

Martha Rotella

Tom Ferris

## Jurors in ‘03

Unavailable

## Jurors in ‘02

Genise Park

Shirlee Fallesen

Carrie Fallesen

Mara Gay Katz

## Jurors in ’01

Mary Brunner

Linda Brown

Ken Bova

Linda Babcock

# Jurors in ‘00

Syd Kurkland

Richard Penzier

Pat Blume

Bev Mattson

# Jurors in ‘99

Jenna Caplette

Genise Park

Kenda Miller

Jurors in ‘98:

Bruce Park

Mary Ann Ard

Penelope Thompson

Jennifer Bierman

Jurors in ‘97:

Eileen Tenney

Jeanne Wagner

Joan Ryshavy

Pat Bloome

Jurors in ‘96:

Emily Gadd

Linda Brown

Rick Helzer

Mike Peed

Jurors in ‘95:

Emily Gadd

Bill Neff

Robby Hamburgh

Syd Kurland

Jurors in ‘94:

Emily Gadd

Bill Neff

Penelope Thompson

Nancy Stone Street

Jurors in ‘93:

Ken Bova

Emily Gadd

Kathy Helzer

Syd Kurland

Jurors in ‘92:

Emily Gadd

Karin Utzinger

Richard Penziner

Others Used in Past:

Emily Gadd

Ken Bova

Robbye Hamburg