

## RFAA GALLERY HOURS / OPEN STUDIO SCHEDULE

*Please read the whole page carefully by scrolling down*

RFAA is housed in the Arts Center East (ACE) facility at 9100 Fouts Road, Roswell, GA 30076, a property owned by the City of Roswell. As an affiliate of the City of Roswell Recreation and Parks Department, RFAA reaches out to artists in Roswell and surrounding communities, and contributes to the growth of the arts. The ACE Gallery is open to the public on weekends, with art shows changing every 2 to 3 months. **We have no staff. All our efforts rely on volunteer participation by our members.**

### GALLERY HOURS / OPEN STUDIO

**Open Studio takes place at the ACE Gallery**, regardless of which venue is currently showing your work. Volunteers staff the ACE Gallery for a 3-hour session.

**Fridays:** One session 10 AM to 1 PM

**Saturdays:** First session 10 AM to 1PM; second session 1PM to 4PM

### TWO VOLUNTEERS MINIMUM REQUIRED FOR EACH SESSION

- For security reasons RFAA requires at least 2 people at each Gallery Session. Other Park related activities use the building, but no one except RFAA is responsible for keeping the gallery open.
- Use your time to create art, greet any visitors and encourage them to view the art on display.
- Remind potential buyers that all the art is for sale.
- Offer a membership application brochure to visitors and encourage them to join us.

### SIGNING UP FOR A SESSION

Please use Sign-Up Genius (below) as follows:

1. Type your name for the day and session you choose.
2. Below your name, state the show/venue you are volunteering time for.
3. Make a note on your own calendar of your committed time and date.

**NOTE:** Your minimum volunteer contribution to RFAA is to attend one Gallery session per year. Each show at each venue requires you to volunteer for additional sessions. When you bring art to a show, come prepared to tell the Venue Chair what day and time you have signed up to volunteer at the ACE gallery for that particular show.

### REWARDS FOR OPEN STUDIO VOLUNTEER TIME

1. Earn points towards receiving a prize, by remembering to sign the volunteer points book in the lobby, AND
2. Attend a free 3-hour Guerrilla Workshop in the quarter you attended Open Studio.

### WHAT IF YOU CANNOT ATTEND YOUR SESSION?

- We understand that last-minute things can alter your availability.
- **YOU are required to find your own substitute.** Ask someone scheduled on the Sign-Up Genius calendar to swap dates with you, or call an RFAA friend to take your place.
- You will receive an automatic reminder the week of your scheduled gallery sitting date, along with a list of several members willing to sit at short notice. If one of them substitutes for you, you are required to reschedule another date to replace the time you could not be there
- The Schedule Coordinator for Gallery/Open Studio is not responsible for finding a substitute, but **as a last resort**, the Coordinator may be able to further assist you.

<https://www.signupgenius.com/go/20f054bafab2ca3f85-roswell>