

SCAA GALLERY HOSTING PROCEDURES

Gallery address: 22508 6th Street, Suite 2, Newhall, CA, 91321

Website: santaclaritaartists.org

Contacts: Lynda Fraitnick: (661) 714-4507, Laura Ledesma: (661) 755-534, or Zony Gordon (661) 312-3422

OPENING THE GALLERY

Get the Keys: The keys for the gate and Gallery are in the key-box on the front gate. The code changes from time to time. The current code is **1225** (think Christmas). The door key opens both locks on the door. To open the lock box, slide down the black cover, exposing the tumblers. Line up the code in the center row; push the black tab down to open the box. Take the keys and open the gate (if not already opened), using the blocks to keep it propped open. Keep the keys in the gallery until closing. The best place is in your pocket in case you need to leave in an emergency and lock the doors.

Turn on Lights: All three light switches located by the door should be turned on (one is for the fans, so if the fans are not needed, do not turn that one on), the one for the tree and courtyard lights can be turned on during the day as they give off enough light to attract attention to the building. If it is very hot or very cold, turn on the air-conditioner, or heater. In both cases, leave the front door slightly open, so it encourages people to enter the gallery. Flip the open/closed sign to "open".

Take out Signs, Banner, & Flag: The banner attaches to the front of the building on hooks under the windows. The pole of the feather flag slips into the hole by the curb in front of the gallery. Photos of sign placement are on the refrigerator door. **Please don't skip on these, each one has a purpose and makes a big impact on whether we get visitors or not.** If you arrive early, before your hosting partner, lock the door each time you go outside to distribute signs on 6th Street and Main Street. If you are both there, one should stay in the gallery as the signs are put out. If it is too difficult to do on your own, wait for your hosting partner and work together. There is also a dolly you can use to wheel the signs to the locations.

Open the Window Shades: Shades on the two windows facing 6th Street should be opened.

If your hosting partner does not show up: Call them. Numbers of current show hosts are in the gallery notebook. If you don't have the number or cannot reach them, contact Lynda Fraitnick by phone, text, or email (661) 714-4507, lyndafraitnick@yahoo.com. If you are alone during the day, you can host alone if you choose to. If it is at night, you should not host alone. Please let Lynda know if that happens. If you are alone day or night, have tried to reach your partner, and have notified Lynda; you may follow close up procedures and leave the gallery.

HOSTING THE GALLERY

Demonstrating: You are encouraged to set up outside (or inside if your set up is small), to demo and work on artwork. If visitors come and you are outside, join your hosting partner inside in case they need help.

Visitor Tally: Keep a running tally of each visitor with a hash mark on the schedule in the gallery notebook. (We need these statistics in making our year-end report to the city.)

What to Say to Guests: Welcome them. Ask them if they have visited us before. If not, let them know that we are the Santa Clarita Artists Association and that all the art is created by local artists. Ask if anyone is an artist. Offer a brochure for membership if they say “yes”. Limit or stop conversation with your hosting partner so you can observe the visitors and be ready to answer their questions. Do not hover over people. Allow them quiet time to look at the art. We are at the gallery to promote each artist's work, not just our own. Please refrain from saying anything negative about another person's artwork.

Guestbook & Email: Ask visitors to sign the guest book and leave a comment if they would like. Let them know we are partially funded through grants from the City of Santa Clarita, and we need to keep track of the number of visitors we have. Let them know they can leave an email address in the guest book if they'd like to know about upcoming SCAA art shows & events. (That is ALL we will ever use the email for.) If they make a purchase, you can enter their email address into our iPad (per written Square sales directions).

Sales: Follow the Square Point of Sale instructions in the gallery notebook. Contact Lynda Frautnick (661-714-4507) if you have a question. Offer to wrap and bag the item sold. There is bubble wrap in the back room. Bags are located on the shelves below the refrigerator. Use the bubble wrap with any art sold that has glass, and or is framed. If a sale is made, please contact the artist by email or phone to let them know. Artist's phone numbers are in the gallery notebook.

If somebody wants to negotiate a lower price, you MUST call the artist for approval.

Refrigerator: Feel free to use it for snacks and drinks during your shift, but please take your food/drinks home when you leave. Do not leave any food or drinks on counters, desks, or in the waste baskets. They can attract insects and make the gallery look & smell bad.

CLOSING THE GALLERY

Keeping the Gallery Clean: The maintenance of the gallery is everyone's responsibility. This gallery belongs to all SCAA members. Please take pride in it and remember: if it looks dirty to you, we are not making a good impression on our guests!

Please inspect the gallery when hosting to see if the artwork & tags are straight. Check to see if the bathroom is stocked with soap and paper towels. Cleaning supplies are in the kitchen & bathroom area.. If supplies are out, call Zony Gordon at 661 312-3422. Toward the end of your shift please:

- **Use new cordless vac to vacuum the floors and door mat**
- **Clean the windowsills**
- **Empty three trashcans into the barrels behind the building** (new bags, if needed are in the back room)
- **Use the wet Swiffer to clean the floors as needed**

Closing Up:

- Take down the banner, roll it up and bring it in.
- Bring **all** signs/A-frames, feather flag, and easels inside.
- Turn off the air-conditioner or heater if used.
- Pull down the shades.
- Turn off all light switches by the door.
- Turn the sign to "closed".
- Lock both locks. Close the gate if no other tenants are in.
- Put the keys back in the key-box carefully so that the key-box does not jam. Close door to the key-box, **spin the numbers so the code is no longer lined up, and shut the black cover.** If it is dark when you close up, you will need to use your phone flashlight, or the flashlight hanging on the door to see properly that the lock is secured as described.

IF YOU SUSPECT A THEFT, do not confront the person. Lock the door immediately after they leave and write down a description of the person including what they were wearing and type of car, if you are able to see them drive off. Call Zony Gordon, Lynda Fraitnick, or Laura Ledesma (numbers are at the top of these instructions).

IF A VISITOR IS INJURED IN THE GALLERY, Call Zony Gordon, Lynda Fraitnick, or Laura Ledesma (numbers are at the top of these instructions).

6/27/18