

# *Littleton Fine Arts Guild*

## CALENDAR SCHEDULING GUIDELINES (12-8-19)

- 1 . The calendar will be set for three months at a time. . It will roll forward one month at a time.
2. The next calendar will be available for signup starting at each monthly meeting.. (Example: Jan-March , 2020 is available now. April, 2020 will be available at the January meeting. ) Please write clearly and include your best phone number on the calendar. **Every member must work the equivalent of ONE day per month.**
3. For members with a special need (example: work schedules, illness, caretaking, etc), they must notify the scheduling coordinator during the first two weeks of each signup month.(before the monthly meeting where the schedule becomes available for general signup). They will be given priority for signup dates if they do this before the General meeting. The calendar will then be available at the Gallery for any members who did not attend the meeting.
4. Show chairmen will be excused from working during the specific month of their show.
5. New members must sign up for training during the first month following their acceptance.. They should work with the scheduling coordinator to sign up with seasoned members who can do the training.
6. The scheduler will contact members who have not signed up by the end of each signup month with a list of open slots. If you still haven't scheduled a day for yourself within the next 7 days, you will be put into an open slot by the scheduler and notified. It will then be your responsibility to find a member to trade with or pay a substitute to cover the day.
7. The final calendar will be published on the 15th day of each preceding month (for example, February calendar will be published on 1-15-20).
- 8 If you find you can't work on the day you originally scheduled, you must find someone to fill that slot . Here are the steps:
  1. Find a date that does work for you and contact the member/s that is scheduled on that date DIRECTLY to see if they will trade. Or find a member who is willing to work in your place for the current fee for either ½ day or full day.
  2. Notify the scheduling coordinator of the change.
  3. Update the Depot calendar accordingly.
9. Members who decide to leave the Guild must give at least 30 days notice to the Schedule Coordinator, Membership Chair and President. You must work your scheduled day/s during that 30 days.