

## Role of person running the Outdoor Painting

### Annually

1. In consultation with the SGA Committee agree the -
  - number of outdoor events to take place during the months of June – September
  - the days of the week they should take place
  - the dates in each month
2. Source locations with assistance from:
  - Committee and SGA members knowledge and contacts
  - local knowledge
  - previous years venues
  - any other sources
3. In consideration of possible venues, take into account:
  - toilet facilities
  - parking possibilities/restrictions
  - access issues
  - refreshments
  - range of artistic possibilities
  - distance from Somerton
  - possibility of shelter for inclement weather
  - if any donations are required for its use
4. Produce the summer programme for distribution to the Committee and onto the website by May.
5. If relevant, contact the venue at least 3 weeks prior to the visit to check and agree that members attendance is still acceptable.
6. Pass full details to the Secretary to advertise the outdoor painting event to SGA members, this to include full details of date, time, place and any specific requirements.
7. Be in attendance to thank the venue's representative and welcome members. If you are not able to attend, ensure that some else can undertake this duty.
8. Take photos for publicity and send, with at brief description of the visit, to the Publicity/Website Manager.
9. Produce a report for the Committee at the end of the calendar year giving an analysis of the outdoor programme.

This might sound a bit formal, but it's good fun to scout out places, especially if done with another person (Sue Hemmings is currently doing the role, and is looking for a partner to help), and this makes it a less onerous role. The committee are happy to help with suggestions of places to paint.