

Thank you for taking your time to volunteer at the Visual Arts Gallery. It is because of wonderful people like you that we are able to have our gallery.

Thanks so much for your time!!!!

RCVAG Board of Directors

PARKING—Do not park on Main Street. City of Rutherfordton monitors parking and tickets will be given. Park behind the gallery Deck (not to right or left sides, these belong to other businesses), There is a public parking lot in back across the street and a parking lot behind Kid-Senses.

KEY Access—Location provided on training.

Opening

- Turn sign on front door to OPEN.
- Place sign on sidewalk in front of store.
- Thermostat on wall behind class brochures.
- Lights are located on wall behind class brochures, by fire extinguisher and studio lights on right side of entertainments center.
- Money box location will be given to you at training.
- It's OK to do housekeeping when there are no customers.
- It is OK to work on your art.
- Keep back door locked at all times. Never leave gallery unattended without locking doors.

Phone

- Phone number for Visual Arts Center is 288-5009.
- Email address is rcvartg@yahoo.com.

Customers

- Welcome visitors as they come in.
- Invite them to sign log.
- Talley all visitors on log provided.

Artists

- **If an artist comes in to inquire about displaying art, provide with Gallery Application.**
- If an artist wishes to leave art or schedule an appointment, call Linda McGregor (657-1871) or Sandy Fox (248-3048).

Sales

- All transactions must be recorded in receipt book. This includes sales, memberships, classes, etc.
- Put date and name of customer at top of receipt.
- Tear off tag(s). List item number(s) as on price tag (i.e. 1/23) and list description.
- Total items and add 7.75% sales tax only on item sales.
- Total at bottom
- Indicate if paid by check, cash or gift certificate (list number of gift certificate)
- Give Customer yellow copy.
- Staple or tape tag(s) to white copy.
- Place together with check or cash in drawer.

Classes

- **Class application should be filled out completely by applicant.**
- **Write a receipt for class fee and indicate on receipt what class and teacher.**
- **Clip application, receipt and money/check together and place in drawer.**
- **Give applicant copy of receipt.**

Featured Artist Sales

- Remove art from window for customer.
- Locate the Featured Artist list of art in file bins at register desk. Make donation on list that piece was sold.
- Indicate on sales receipt that the item was a Featured Artist sale.
- Complete transaction as usual.

Closing

- Bring sign on from in front of store
- Turn sign on door to CLOSED.
- Turn off lights
- Set thermostat to 58 in Winter and 78 in summer.
- Place all receipts in change box and lock in money box..
- Return key.