



## Investing our Time & Abilities

Your participation in the work of Roseville Arts is vital to the presentation of quality programs and events at the Blue Line Gallery. Please let us know how you would like to help. Complete this form and return to the address below or submit it online at [http://www.rosevillearts.org/time\\_talents.html](http://www.rosevillearts.org/time_talents.html).

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please check tasks that interest you within the teams listed.

### Marketing Team

- Make telephone calls with script
- Serve on speakers' bureau for Roseville Arts
- Distribute flyers & posters

### Exhibition Team

- Receive artwork for exhibit
- Help with exhibit hanging & display
- Paint walls—retouch & accents
- Frame children's artwork
- Serve as a docent
- Help set up children's activities
- Demonstrate art techniques
- Lead hands-on activities

### Hospitality Team

- Greet guests at exhibit openings & events
- Plan, acquire & serve refreshments
- Set up & clean up

### Office Team

- Serve as receptionist
- Help with gift shop
- Copy, fold, sort mailers, etc.
- Do basic computer entry (Word & Excel)

### Special Events Team

- Help plan an event
- Work at an event
- Set-up & clean up
- Decorate
- Recruit sponsors
- Find donations/raffle prizes
- Sell tickets
- Coordinate volunteers at the event
- Coordinate music & entertainment
- Deliver equipment & supplies
- Manage special lighting or sound equipment

Hours of availability: \_\_\_\_\_ Hours per month: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Special skills/experience you would like to put to use at Roseville Arts! \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Thank you!*