

THE GUILD OF THE HAYWOOD COUNTY ARTS COUNCIL

2005-2006

Membership: New _____ Renewal _____

Name: _____
LAST FIRST SPOUSE'S NAME

Mailing Address: _____
STREET CITY STATE ZIP

Contact Information: Home: _____ Office: _____ Email: _____
Mobile Telephone: _____ Fax: _____ Month/Day of Birth: _____

Preferred listing for social invitations: Mr. and Mrs. Dr. and Mrs. Mr. Miss Ms.

MEMBERSHIP OPTIONS

Single: \$25

Couples: \$35 Committed to the work of the Guild and actively involved in one or more areas. Please indicate your preferences below.

MEMBERSHIP INTEREST FORM

All time, talents and skills are needed. Your volunteer service helps continue activities in all phases of support for the Arts Council.

Organization will also consist of Committees and their chairpersons:

MEMBERSHIP COMMITTEE

- Coordinate Guild membership and committee assignments
- Recruit new members
- Orient new members
- Track volunteer hours and coordinate recognition awards

OFFICE SUPPORT COMMITTEE

- Maintain regular office hours and perform such jobs as needed:
- Answering phone, filing, greeting public.
- Writing thank you notes.
- Assisting with mailings.
- Organizing/correcting mailing addresses as needed.
- Keeping office presentable and neat.

PUBLICATIONS COMMITTEE

- Proofreading letters/newsletter.
- Gathering materials/photos for newsletter.
- Writing articles for newsletter and newspapers as needed.

PHONE COMMITTEE

- Maintains phone number list of members with areas of interest.
- Calls for volunteers when they are needed.

ARCHIVIST COMMITTEE

- Photographer. Maintain office bulletin board.
- Maintain scrapbook with newspaper articles/ads etc. for HCAC related events.
- Maintains a display of current handbills.

FUND RAISING COMMITTEE

- Help administer "Fun Parties".
- Plan and assist with fund raising events for the HCAC

EVENTS SUPPORT COMMITTEE

- Assists at receptions. Assists with refreshments as needed.
- Set up and take down at events.
- Acts as representative of HCAC at event at needed.
- Man tables at events.

PUBLICITY COMMITTEE

- Distribute flyers and posters as needed by individual Board committees.
- Send out, confirm and oversee press releases.

TICKET SALES

- Be available to sell tickets for some of our major events.

SPEAKERS GUILD

- Use public speaking talents to advocate for the Arts Council.

PLEASE COMPLETE AND RETURN THIS FORM WITH A CHECK PAYABLE TO:

The Guild of the Haywood County Arts Council

P.O. Box 306

Waynesville, NC 28786



Office Use Only:

Date Paid: _____

Amount: _____

Check#: _____