

People's Choice & Greeters Committee

Job Description

This Committee is responsible for the facilitation of the voting for the People's Choice award.

1. Items needed for the People's Choice Award include:
 - a. Ballot boxes and pencils are stored in the cupboard below the sink area in Studio A's. It may need to be refreshed over time.
 - b. Voting ballot forms (refer to [Attachment A](#) for only one category for Peoples' Choice and [Attachment B](#) for separate awards being given to both representational and non-representational categories). Estimate how many people will be voting and have the ballots available at both of the rooms where the paintings are hung. Approximately 200 – 250 were created in the past.
 - c. List of exhibitors, which is obtained from the Entries Chairperson in a spreadsheet format for easy tabulation of the results.
2. Preparation for the raffle includes:
 - a. Discuss the People's Choice process with the Chair before the event and ask them to decide when all the awards will be presented. Since it takes at least 15-20 minutes to tabulate the ballots, establish the ballot "cut-off" period to coordinate with the presentation of the awards. Make sure the attendees are aware of the voting "cut-off" time.
 - b. Arrange for four people to hand out ballots during the reception. For the Briggs show, two should be in the theater lobby and two should be in the gallery area.
 - c. Arrange for at least two additional people to add up the votes since tabulation of the votes can begin before the "cut-off" time and the others will be needed to continue to hand out ballots.