

Docent Substitute Policy

Revised, 10-22-18

The Docent Substitute Policy has been written to address two possible situations when a docent substitute may be required. 1) An exhibiting artist who is unable to make a scheduled docent date and 2) An artist who cannot commit to docent but would like to exhibit.

This policy addresses what needs to be done when a substitute is needed.

Show Chairs will offer advice and refer to the steps outlined in this policy.

Who is a docent substitute?

- A current dues paying SAWG member
- Has received a docent orientation within the last 12 months or has been a docent within the last 6 months
- Is willing to substitute for an exhibiting artist who is unable to fulfill a scheduled docent date
- Has placed their name on the master list of available docent substitutes with the Gallery Manager

Where can one find a list of docent substitutes?

- At the bottom of the docent calendar for each show
- By checking the gallery's master list of docent substitutes/volunteers
- By checking with the Show Chair or VP/Shows who will guide or direct you to the Docent Coordinator or the Gallery Manager for the names of available substitutes/volunteers

How are these arrangements made?

- The artist/docent makes a trade directly with another docent for a date change and **must** inform the docent coordinator of date and names of docents
- The artist/docent makes the arrangements with the docent substitute and **must** inform the docent coordinator of the date and docent name

What other alternatives are available? There are two alternatives:

1. An artist may exhibit and make the arrangements with a docent substitute **when entering the show** and inform the VP/Shows and docent coordinator of the substitute docent's name by writing the substitute docent's name on the entry form. This assures that the artist's name will be replaced with the substitute's name for completion of the docent calendar. **OR**
2. Make a donation to the SAWG Gallery in lieu of meeting the docent obligation. The donation payment may be made with the submission of the entry form or at intake; if done at intake, the artist provides the donation payment to the Docent Coordinator, VP/Shows or in her/his absence to the Show Chair who will put the payment in the VP/Shows mail folder in the gallery office.