



Information Book

Our mission is to host a creative community where people of all ages can view, learn, and exhibit local art in all forms. We volunteer to open a public gallery (open 7 days/week 10am-7pm) where anyone can show their art without censorship. We also maintain dozens of studios and hold various classes where artists can learn and grow together.

As a 501c3 non-profit organization, we rely on the donations of visitors and participants to execute our role as a leader in cultural enrichment of the Denver Metro area.

Donations are tax deductible and go directly to funding our volunteer run organization.

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Denver Art Society Email Address is
das.board734@gmail.com

For general inquiries, such as questions about events, membership, events, music, donations, etc. give out the board email. Do not give out personal phone numbers.

Emergency Contact List

CALL FROM THE DAS LANDLINE for best results

Only for emergencies!!! i.e. water leak, police involved at gallery, an injury, security breach (broken locks, security cameras are down), electricity is out, etc.

Ashley A. 303-895-5872 (text is best)

Dino 720-477-8056

Jet 720-451-0212

2023 Board Members

Laney S <esalinardi17@gmail.com>,
Curtis Bergesen <herbivorepr@gmail.com>,
SheRa Kelley <sheraproductions@yahoo.com>,
Justin Thornton <justinkthornton@gmail.com>,
Julia Kinne <jjkinne@ymail.com>,
Ashley Allen <hiashleyallen@gmail.com>,
Julie Clark <artsyjewelsy@gmail.com>,
Bruce Gordon <bgordon806@bellsouth.net>,
Elizabeth (Liz) Crocker <silverliz2005@gmail.com>,
Alli Broderick <enchanteddichotomy@gmail.com>

DAS Board Members-what do they do?

Laney S Vice-Chairman, curation hours, maintains active membership list

Curtis Bergesen-Social Media accounts, monthly membership newsletter

SheRa Kelley- Treasurer

Justin Thornton- Art Critique Group, gallery lighting, communication

Julia Kinne-Cash Bar permits (temporary), Free Art Drop Box

Ashley Allen – Chair of the Board, most knowledgeable about anything. Holding Board and member meetings, studio rentals and payments, website updates, Board email responses, sending monthly member curation status emails, managing SignUp Genius dates/calendars, contact with property manager and rent payments, liaison for ColoradoGives fundraiser, purchasing for gallery supplies and special projects, contact for inquiries from The Art District on Santa Fe (re: membership and events), keyholder, authorized bank representative, adding members to Member Portal (Updating new categories), filling for Certificate of Registration in order to solicit donations for our organization. Assisting with: social media posts, events, cash bar, & curation, as needed

Julie Clark- media team to assist in filming and producing the DAS Show.

Bruce Gordon -Media Team, General Assistance

Liz Crocker -helps with finance team, cash bar, and curation

Alli Broderick-Accessibility Committee, New Membership Orientation

Interested in joining the board? We select new board members every December and June. Criteria, must be an active member for at least 6 months and be able to commit 1-2 years as board member.



Please read carefully. Any transactions in Square that are entered incorrectly or if the funds are not found (i.e. missing cash), the artists will not get paid!!!

ALL TRANSACTIONS MUST BE ENTERED IN SQUARE

How to Ring up a Sale in Square

1. Ask if they will be paying with cash or card.
 - a. Note: “We can only accept exact change, but you are welcome to round up your sale as a donation to the gallery.”
2. Unlock the iPad
3. Tap the Square icon on the home screen
4. Find and tap the artist's name on the list of whose work you are selling, the artist's name should be on the label for the artwork.
5. Find and tap the specific piece of art from the list that you are selling.
6. To add another piece from a different artist, tap the back arrow (upper left) to return to the artists list of names. Repeat steps 4-5.
7. When all items are added, tap the blue charge button (yes, even for cash. You can select cash in the next step)
 - a. Tax will already be included.
8. Insert/tap/swipe with card to pay by card OR select cash amount to pay by cash

For Cash Payments:

1. Ring up the sale in square
2. Fill out an **envelope** with the following information
(NOTE!!! Fill out exactly as stated so artists get paid!! Your name (the seller) needs to be included as well please).
 - a. *All Artist's name(s)*
 - b. *All Item(s) name or name of artwork(s) being sold*
 - c. *Date of the sale*
 - d. *Sale amount (amount in square)*
 - e. *Total amount in envelope (yes, it can be more than what is entered in square)*
 - f. *Your name (the seller)*
3. Insert cash into the envelope and place it in the slot of the green box to the left.
4. REMEMBER, ALL TRANSACTIONS MUST BE ENTERED IN SQUARE!!!



How to add yourself to

1. Go to menu, select items, then select "CATEGORIES"
2. Then select "CREATE CATEGORY"
3. Enter your name and your phone number (your real name and your artist name if you use a different name. NOTE** WE CANNOT PAY YOU IF WE DON'T KNOW YOUR REAL NAME.) sometimes things come up during sales and we may need to contact you, which is why we need your phone number. We will not share your personal information.

4. Now that you have add yourself to square, go down the list until you find your name. Click on your name
5. To add artwork to the square, click on “CREATE ITEM” make sure you include: item name and price. There is an option to take a photo of your item.
6. To add a picture of your item, click on the blank tile at the top “Tap tile to edit” then click on “take photo”. YOU may have to adjust the camera to facing you.
7. When finished, click save in top right
8. Do this for every item you are selling. (For stickers, postcards, etc. you can categorize them together.)

How to Cancel a Transaction in Square

1. In square, click on the menu at the bottom left, then select “TRANSACTIONS”
2. Select the transaction that needs to be canceled.
3. Select “ISSUE REFUND”
4. It will ask you to select items that need a refund. Click “SELECT ALL ITEMS” then click “NEXT”
5. Select “REfund to card” or “Refund cash”. NEVER SELECT GIFT CARD!!!! THOSE DO NOT EXIST.
6. You will then see options for reason for refund, such as Accidental charge. Select “ACCIDENTAL CHARGE”
7. In top right, click on “REFUND”

If you canceled the transaction because you selected the wrong payment type, make sure you put the transaction in square with the correct payment type. Cash vs. card!!! It is imperative the transaction is in square correctly!!! Cash and Card transactions are listed in separate reports!!!! If this is incorrect, artists may not get paid.

Splitting a transaction in Square between cash and card

1. Ring up items to sell
2. Select “CHARGE”

3. In upper right corner, select “SPLIT AMOUNT”
4. Put in amount for first payment (payment 1 of 2)
5. Then select “CASH OR CARD”
6. Once first payment is complete it will ask you for a receipt
7. Now, in the top left it will say next payment, click on “NEXT PAYMENT”
8. Go through the above steps again to complete payment.



You can sign up for shifts in sign up genius for either front desk, special events, or First Friday bar. Remember, working the First Friday front desk or bar after 5pm counts as double hours.

Go to signupgenius.com, click on search in top right, enter DAS email address das.board734@gmail.com, and sign up genius will display all sign up options for the gallery. Click on the one you need to sign up for.

Wifi

DAS Main Gallery

WetCanvas123

Or

DASGuest

Denverart123

Playing Music over the speakers

1. Make sure the speakers and subwoofers are turned on, they are by the stage. Switches are on the back of speakers.
2. There is a small black box with circle light by the sound board, make sure it is turned on.
3. Press the center button, it should start blinking, this lets you know your phone can search for it.
4. Go to settings, Bluetooth on your phone. The speakers are called BOSE6+, it may take you several tries of pushing the circle button on the Bluetooth connector to actually connect. Sometimes it helps to unplug it and plug back in.
5. If you have connected to BOSE6+ in the past, you may have to disconnect from your phone then reconnect.

TURN OFF THE SPEAKERS AT THE END OF THE NIGHT

Volunteering at the Front Desk

Opening Shift-

Turn on the lights (lights are located behind the stage by the alternate back door on the breaker box and are LABELED).

Turn on both “open” signs by the front doors. Unlock the front doors. If it is warm enough outside, feel free to prop the doors open.

Walk through the gallery, check the trash cans, bathroom to make sure there are paper towels and toilet paper, sweep/wipe off surfaces if needed.

Connect to the speakers (see page 9 for instructions)

Mid shift-

Complete a walk through the gallery, make sure the place continues to be clean and the bathroom has toilet paper and paper towels.

Connect to the speakers if you want music

Closing Shift-

Turn off both “open” signs by the front door

Turn off the speakers

Complete a walk through of the gallery including the underground studios

Lock the front doors and the freight door (behind the stage on the right)

Turn off the lights

Turn off any appliances, fans, heaters

Tips for Working the Front Desk!! Don't get bored, stay busy!

1. Introducing yourself to visitors
 - a. “HELLO! WELCOME TO DENVER ART SOCIETY!”
 - b. “Have you been here before? No? Well then, we are an artist cooperative and nonprofit organization showcasing over 100 artists!”
 - c. “We are 100% run by volunteers.”
 - d. “Don’t forget to check out the studios and displays downstairs in our underground studios!”
 - e. “My name is _____ if you have any questions or need help getting down any art.”
2. If there is nobody scheduled after you and you need to leave, let one of the studio artists downstairs know. If there are no studio artists present, lock up the gallery and send the board an email saying there was nobody after you, so you locked up.
3. If someone approaches you about becoming a member, give them the email address for the board. Unless you are a board member or are 100% knowledgeable about membership, it is best to let a board member answer their questions through email.
4. If you are getting BORED while working the front desk, we have plenty to do around the gallery. It takes a village, every single one of us is a volunteer! You can help by cleaning and organizing the front desk area, send an email to the board (Hey, we need more envelopes at the front desk or Hi, we need some more paper and pens at the front desk, we are out of trash bags!, etc. You can be the eyes that let us know we need more supplies!) You could also help by Dusting, wiping windows, sweeping, mopping, cleaning countertops, straightening up artwork, making rounds in the underground, restocking toilet paper and paper towels in the bathroom, take the trash out, greet people on the sidewalk (if weather is nice). SET UP A DEMONSTRATION TABLE AND DEMONSTRATE YOUR ART FOR CUSTOMERS! There is lots to do around the gallery when traffic is slow.

5. If you notice any concerns, broken things, items that need repaired, please don't hesitate to send an email to the board. Obviously if it is something urgent like a broken lock, or square is down, or there is a water leak, please call one of the emergency numbers on the emergency contact list.

Alternative Options for Volunteer Hours

There are other ways to earn volunteer hours at DAS.

1. Volunteer on the cleaning crew
2. Join the finance committee
3. Join another committee (all time spent working on committees counts as hours)
4. Work the bar on First Friday (servers require tips certification, but you can work as "bar back" and do not need your TIPS certification)
5. Help maintain DAS supplies and inventory, keep storage closets organized
6. Plan an event
7. Volunteer on the maintenance crew
8. Volunteer on the orientation committee
9. Volunteer on the Accessibility committee

For other questions about alternate ways to earn your volunteer hours, contact Alli Broderick [**enchanteddichotomy@gmail.com**](mailto:enchanteddichotomy@gmail.com)

Curation Standards, a guide for curators and members who wish to show their work in the gallery

1.a

All two-dimensional art, meant to be hung on a wall, must hang by a wire. All wires must be securely attached to the back of the artwork. A piece of string taped to the back of the artwork is unacceptable. Soft media such as drawings or photographs on paper should be mounted and/or framed.

1.b

All artworks must be dry (in its finished state) before it can be hung. Sculptures made of soft media must be hardened before display. This is to protect your artwork.

1.c

All artworks must be properly tagged to be on display. All artwork must have Artist Name, Title, and Price semi-permanently attached to the artwork itself. Same posted on the wall near the art. Contact information is highly recommended.

1.d

Some artists may not be aware of industry standard practices, others may not have the means. It is important to provide a workshop to allow all members to become compliant with the above rules. It also allows us to make sure everybody is on the same page. It is important for the curator to ask a new member if they have completed the curation workshop before they are assigned a spot for the first time.

1.e

Rules when hanging art or setting up display area

2D Art must be on wire (yes, said it again). It may be impractical to put wire on other art (3D art, non-traditional art) and that's okay, as long as it is a safe and secured hanging system

Artwork should not overlap into another artist's space (unless permission)
Lowest edge of a piece should sit at least 18 inches from the ground (unless it is part of the idea of the artwork that it should be low to the ground)

Art should be at least 2-3 inches from the edge of allotted space given

Preferably there should be at least 2-3 inches space between individual pieces (unless there is a reason for the pieces being close together, such as a grouping of pieces or pieces that are meant to be sold together)

Display tables should not take up more than 285 inches squared (approx. size of one folding tv tray) and should not project more than 15 inches from the wall. Tables/display cases cannot overlap into another space. There should be effort to make sure artists are treated fairly and equally when it comes to space. It does not matter if the other artist gives permission (unless there is a reason, i.e., the artists are displaying together). The goal is to have a clutter free, safe walking and viewing floor space within the gallery (and less headaches from looking at clustered spaces), and for viewers to move about with ease. Walkways should be always wheelchair accessible. No cardboard boxes, furniture in disrepair will be allowed (it's not safe).)If an artist needs a folding table and they can't afford one the gallery might be willing to provide one. And thrift stores sometimes have them on the cheap.

Sculpture displays should preferably be on the stand-alone pedestals and not placed in front of a wall (again, unless there is specific reason for displaying it in front of wall) Sculptures cannot block pathways and curation approval is needed before they can be moved after a curation. Temporary movement is okay for events, but they must be returned to their original place after the event.

1. f

All artists must have a method for the front desk to to contact them in case there are questions or concerns during a sale. A contact number or email either listed on the tag or in square would work. Issues may come up between curations and desk volunteers/curators will need to know how to contact the artist.

1.g

Any artwork or artist that does not adhere to these standards will result in removal of the artwork and the artist will be contacted for correction or the artwork cannot be displayed.

1.h

Encourage artists to prep their wall space for hanging. Curation volunteers with knowledge may need to show new members how to fill holes, scrape, sand, paint their space and clean the floor in front of their space when they are done.

1. i

The area directly in front of the checkout at the front desk should be kept free and clear including the countertop directly in front of the iPad. No display cases or unapproved items should be set up in front of the checkout area.

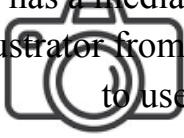
1.j

By hanging in the gallery, all artists agree that the curator and/or curation team members may have to move their artwork around during curation, whether or not they show up on curation day.

*****NOTE***** If you bring in your personal furniture, shelving, etc. you must place your name on each personal item you bring in. If you do not, WE WILL ASSUME IT BELONGS TO DAS AND IT COULD BE MOVED, REPAINTED, GIVEN TO ANOTHER ARTIST, OR DISCARDED.

Media Room

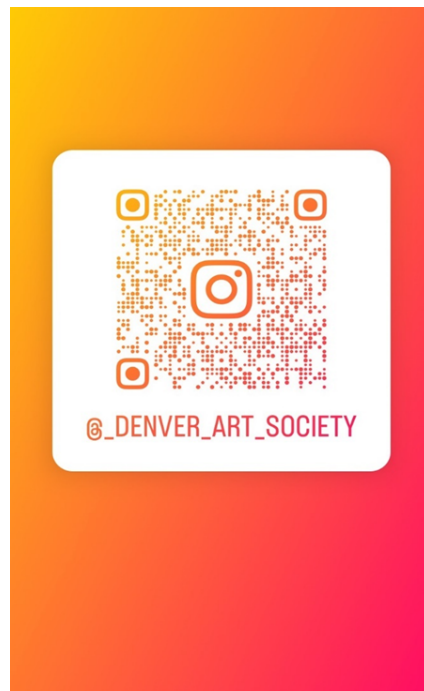
DAS has a media room upstairs in the Treehouse!! You can
or illustrator from one of our media team members as well a



sp
ce

to use the DAS printer for any of your print needs. Contact
denverartsocietymedia@gmail.com

**SOCIAL MEDIA-Follow us and comment!! Good for
you, good for us!**



Instagram

Follow us on Facebook- Denver Art Society

Website: denverartsociety.org

Art Critique Group

C



1st Tuesday of every month from 7.

V

art (or listen to other people talk ab



Getting feedback on what others see in your work is a great way to improve your craft. Also, listening to others talk about art is a great way to learn and can allow you to think about art differently. This can also help you with your own artistic journey.

You DO NOT have to bring your own art or even talk in the group, but this is encouraged! 😊

Questions? Contact Justin Thornton: justinkthornton@gmail.com

Teach or Host a Class/Workshop at DAS

Did you know teaching a class counts as volunteer hours?

Some class ideas: dance, yoga, meditation, drawing, wood burning, painting, collage, kids art classes, sculpture.

For more information, contact Lisa Pordon: lisa@neutronstar.org



Open Mic Night!!

Join us **every 2nd Friday of the month for Open Mic Night!!** From 7pm-10pm. For more information or to sign up to participate, contact Charles Levesque at charles.lev4@gmail.com

Studio Spaces for RENT

We have studio spaces for rent in the underground (basement) or treehouse (2nd floor). Contact das.board734@gmail.com if you are interested in renting a studio space.

We also have a Studio Residency Program that is 3 months. Contact das.board734@gmail.com for more information about our studio residency program.

Artist Release and Waiver of Liability

Artist Name:

Address: City:

State:

Zip:

Email:

Phone:

Artist Release: I, the above named, hereby assume all risks and hazards incidental to any participation in Denver Art Society exhibitions. The Artist warrants and represents that he or she is the sole legal owner of all right, title and interest in all artworks, including all related intellectual property interests such as trademarks and the sole and exclusive copyright in all artwork, and has the full right and authority to enter this Agreement and grant the rights granted in this Agreement.

Waiver of Liability: I do hereby expressly release and hold harmless the parties listed below:

Denver Art Society 734 Santa Fe Dr. Denver, CO 80204 And all of its staff, volunteers, and guests, individually and collectively, from liability for all damages to or for the loss of the art work that I am voluntarily submitting, including transportation to and from activities. I do hereby release and hold harmless the above listed parties from any claim arising from and usage of the facilities.

I HAVE READ, UNDERSTAND, AND AGREE TO THE POLICIES AS STATED ABOVE.

Artist Participant Signature

Date

FAQS

WHAT & WHEN IS CURATION?

Curation happens at the gallery once per month. The current curator works to create their vision of the space. Members come during curation day to help the curator, prep the walls, change out their artwork or hang art for the first time.

Curation is the WEDNESDAY BEFORE 3RD FRIDAY from 10-7pm.

WHEN IS THE NEXT CO-OP MEETING?

The co-op meeting is the Wednesday before 1st Friday, 7PM at the gallery.

HOW DO I BECOME A MEMBER?

Denver Art Society is an artist community co-op that is 100% run by volunteers.

There are 4 Steps to complete before you can join our gallery as an artist:

- 1) New Member Orientation
- 2) Attend a Coop Meeting
- 3) Volunteer 6 hours a month, for 2 months (12 hours total)**
- 4) We also ask that members give a \$25/month donation to Denver Art Society if they are able.

New Member Orientation

This happens in person at the gallery and takes about 1 hour. **Email** das.board734@gmail.com **to find out when the next orientation is.**

Coop Meeting

Our Coop Meeting happens monthly on the Wednesday before First Friday at 7pm.

Members must attend a minimum of 1 meeting every 3 months.

Volunteer

After you complete New Member Orientation and attend a Coop Meeting, you will need to volunteer 6 hours a month, for 2 months (12 hours total) in order to hang art for the first time.

Incident Reporting

To report an incident, go to denverartsociety.org, click on “INFO”, then click on “MEMBER RESOURCES”, then click on “Incident Report”.