

UPDATED: August 17, 2025

POTOMAC VALLEY WATERCOLORISTS

PAINT OUT COORDINATOR DESCRIPTION

Average hours/month: 2 hours plus the paint outs

- Plans and attends 7-8 paint outs per year.
- Plans paint outs in early January to allow them to be listed on the PVW calendar.
- Write a short piece for the website and newsletter, including dates and locations
- Communicate often - a monthly or bi-monthly email to all members lets them know what's going on, what's coming up, opportunities to participate.
- Encourage members to participate, to solicit ideas for new and or favorite locations.
- Contact other local art groups to make sure they are aware of our schedule and are invited to participate.
- Coordinate with Publicity Chair to publicize Paint Outs via social media.

BEST PRACTICES

- Make sure new members are made aware of the Paint Outs at the spring luncheon
- Remind all members at least two weeks in advance of paint outs, and again one week in advance.
- Book the January or February Botanical Gardens Paint Out in a month before Paint Out.