

## ***Creating an AMICO Team in your Institution***

Communication and coordination are essential in any collaboration. To aid your AMICO participation, it is recommended that you establish an internal AMICO team that meets perhaps three times a year. A suggested schedule is:

- 1) In May, before the annual Members Meeting (in early June) to raise issues to be discussed by the Member representative to the Meeting.
- 2) In July/August, post-Annual Meeting to review the outcomes of that meeting and consider upcoming year submission to the Library.
- 3) In the late Fall to finalize the image submission list and plan the schedule for your upcoming contribution.

The AMICO team would ideally comprise representatives from the following departments:

- Information Technology
- Registration
- Photo Studio
- Curatorial
- PR/marketing
- Education
- Rights & Reproductions
- Publications
- The Library
- Development

**Please register your institution's team members by completing the attached Team Registration Form and returning it to AMICO.**



**Art Museum Image Consortium**  
**www.amico.org**

***AMICO Project Team Registration Form***

MEMBER #1

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Museum: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Team Designation** (circle all that apply):

Principal      Technical-Text      Technical-Image      CMS Access

**Committee Participation** (circle one or more that you would like to be on):

Editorial      Technical      Rights      Users and Uses

MEMBER #2

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Museum: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Team Designation** (circle all that apply):

Principal      Technical-Text      Technical-Image      CMS Access

**Committee Participation** (circle one or more that you would like to be on):

Editorial      Technical      Rights      Users and Uses

MEMBER #3

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Museum: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Team Designation (circle all that apply):

Principal

Technical-Text

Technical-Image

CMS Access

Committee Participation (circle one or more that you would like to be on):

Editorial

Technical

Rights

Users and Uses

MEMBER #4

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Museum: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Team Designation (circle all that apply):

Principal

Technical-Text

Technical-Image

CMS Access

Committee Participation (circle one or more that you would like to be on):

Editorial

Technical

Rights

Users and Uses

MEMBER #5

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Museum: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Team Designation (circle all that apply):

Principal      Technical-Text      Technical-Image      CMS Access

**Committee Participation** (circle one or more that you would like to be on):

Editorial      Technical      Rights      Users and Uses

MEMBER #6

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Museum: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Team Designation** (circle all that apply):

Principal      Technical-Text      Technical-Image      CMS Access

**Committee Participation** (circle one or more that you would like to be on):

Editorial      Technical      Rights      Users and Uses

MEMBER #7

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Museum: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Team Designation** (circle all that apply):

Principal      Technical-Text      Technical-Image      CMS Access

**Committee Participation** (circle one or more that you would like to be on):

Editorial      Technical      Rights      Users and Uses

**Please complete this form and return it to AMICO, 2008 Murray Ave, Ste. D, Pittsburgh, PA. 15217 ATTN: Team Registration Form or FAX it to 412-422-8594.**