

Littleton Fine Arts Guild

SHOW CHAIRMEN

The Show Chairmen will manage the monthly exhibits. They will also oversee all persons and committees who work together to produce an exhibit and keep a record of the exhibiting artists and the members working to set up the exhibits as well as the expenses and fees collected for each show.

1. PREPARATIONS AHEAD OF TIME

- a) 2-3 months ahead of time - send a notice to Communication Czar reminding members of the show theme, drop off date
- b) You will need the following award ribbons (if show is juried):
 - Best of Show
 - People's Choice
 - First Place
 - Second Place
 - Third Place
 - 2 – 3 Honorable Mentions
- c) (5) One Free Show Entry coupons which will go to Best of Show, People's Choice, First, Second and Third Place winners.
- d) For Juried shows contact the Juror Selector to identify the Juror.
Contact the Treasurer and request a check for the Juror fee.
- e) Check with Reception Chair Person for date and time of reception.
- f) Contact the Juror at least 1 month prior to introduce yourself and confirm date and time to jury delivered artwork. Confirm with Juror reception date and time of Juror talk. Presentation of awards will be between 6:15pm - 6:30 pm. Juror does not need to be present for the duration of the reception. Check to Juror will be given the eve of the Reception.
- g) Confirm that Joe Bonita will be able to make artwork labels
- h) Run off People's Choice ballots- template can be found on website-
<http://depotartgallery.org/membership-forms/>

2. NOTIFY MEMBERS – 1 MONTH PRIOR

- a) Delivery of artwork for shows typically occurs on Mondays.
9:00 - 10:30 Delivery of artwork
- b) Remind members:
 - Entry Fee - \$10.00
Note: Honorary Members pay no fee
Non-juried show, no fee
 - Attach a copy of "Be Prepared-Requirements for Displaying Artwork", "3D Guidelines" & "Bin Work Guidelines" to the notification email.
 - Artwork cannot have been displayed in a juried show at The Depot in the past 6 months
 - Completed Inventory Sheet - <http://depotartgallery.org/membership-forms/>
 - (2) Artwork Labels - <http://depotartgallery.org/membership-forms/>
 - Date and time of reception (only juried shows have a reception)

3. DELIVERY DAY –

- a) Be at Depot by 8 to organize and check in already dropped off items
- b) Delivery of artwork for shows occurs on Mondays.
 - 9:00 - 10:30 Delivery of artwork
 - 10:30 – 11:30 Jurying of artwork
 - 11:30 – 12:45 Hanging of the Show
 - 11:30 – 1:00 Members called for non-accepted art pieces
 - 11:30 – 1:00 Jewelry, 3D (12 piece limit) dropped off-set in Waiting Room for Gallery Coordinators
 - 4:00 – 7:00 Staging of Show

(You can check to see if Monday's class has been cancelled which would then give more time for jurying and allow you to inform the staging team that they can start earlier)

- c) You will need three people for intake:
 - Collect and record the Entry Fee payment on Show Entries/People's Choice form.
 - Check Inventory sheet for legibility and alphabetize the sheets.
 - Offer artists frame protectors which they will place of bottom edge of frames.
 - Quality control. A piece may be rejected for poor quality of framing, inappropriateness, copyright infringement, appearance in a show less than 6 months ago, late delivery, or any other reason quality control person deems reasonable.
- d) Snacks may be purchased for your crew. Please use our coffee. Submit receipts for reimbursement.
- e) Jurying: Both Chairpersons will need to be present while Juror is reviewing artwork. You will be moving the artwork around for better viewing. You may also be writing short notes on post-its with Juror's notes on why a piece was not accepted if the Juror wishes to do so. **No other persons should be present.**
 - Depending on size of works chosen, the total of 2D accepted pieces should total **no more than 55 - 60**. It can be less if works do not meet Juror's standards.
****Under no circumstances should every piece be accepted into a Juried Show.****
 - 3D pieces can be juried. Artisan will communicate which pieces they want considered
 - Write down award winners names, artwork title and corresponding Award immediately, confirm with Juror.
 - Fill out back of ribbons completely and hold on to them until day of the Reception. You can place the ribbons next to the winning works anytime the day of the Reception or you can have the Juror announce each award winner, handing the artist the ribbon.
**** Note: For All Colorado Show and Colorado Aperture. Because these shows are open to Applicants that may live outside of Denver, the award winners may be notified by phone call or email of their award. Please ask that they keep this confidential until after the Reception.**
 - Have a crew member call members who need to pick up work that was not selected. Work is to be picked up that day before 4:00 pm.
 - Record Titles of accepted works on the Show Entries/People's Choice Tally spreadsheet.

- f) Hanging: You will need at least six people (including chairpersons). One person should direct the overall arrangement of work.
- Hang each artist's work together if possible.
 - Walls in Waiting Room, excluding Artist of the Month wall, may be for one or more Artist or Photographer who has had all of their entries juried into a show.
 - Try to keep works hung at eye level.
 - Confirm that Joe Bonita will be making labels. If he is not available to do so, recruit a crew member to hand write the labels. Keep the labels consistent in look. Use the inventory sheets for label information.

g) People's Choice Ballots

- Day of hanging show place fish bowl, ballot slips and pencils on center table in Ticket Room
- Sheet w/ artists' names and pieces is placed on a clipboard and put on the desk.

4. FOLLOW-UP:

- Write a thank you note to your crew via email
- Email a thank you note and reminder of date and time of Reception to the Juror.
- Inform Publicity that show is hung and photos can be taken to be used in Publicity
- A week before the show ends, send a message through the Communications Chair reminding all participating artists to collect their work after 4:00 pm on the Sunday that is the last day of the show. You do not need to be present. Remind artists to fill with spackling all nail holes. Also, remind them to remove their inventory sheet from the inventory 3-ring binder.

5. RECEPTION:

- Plan to be present at the Reception to introduce Juror and assist with awards presentations.
- During Reception tally "People's Choice" ballots. Present People's Choice Award.

6. MISC.:

- Call security when you arrive, take-in day and reception day, and let them know the Depot will be open later than our usual hours.
- Place entry fees, cash, checks and coupons in an envelope labeled "Show Entry Fees" with the Treasurer's Name. Place in cash drawer.
- Joe Bonita will take inventory sheets to produce labels. Joe will return inventory sheets same day or next. Depot workers can help him place the labels on the art work. Depot workers will file sheets in Inventory binder.
- If Joe is not available to make labels, use these sheets to hand write labels, then file in Inventory binder.
- Leave a note for Tuesday Depot workers to change sandwich board message.
- Show signs are in the Caboose – marked as such. Pull out for Tuesday workers.
- Gallery Coordinators will stage Monday - late afternoon or evening. Leave 3-D work on tables.
- Contact Treasurer at least 72 hrs. before Reception for Juror's fee (check)