

Littleton Fine Arts Guild

SHOW CHAIR COORDINATOR GUIDELINES

Purpose: Oversee all aspects of juried and non-juried shows exhibiting at the Depot Art Gallery and Bemis Library.

Organize Yearly Show Calendar –

- Schedule exhibits on show calendar
 - Develop preliminary calendar to present to Board in April
 - Finalize calendar with Board in June
 - September, meet with group of members to name and define themed shows
 - September, gather jpegs of entries for next year rack card. Deadline, September 30th (recommend landscape orientation)
 - Organize jpegs, email to members to vote for one image.
 - Announce winning image at October General meeting.
 - October 30th, finalize artwork for Rack Card. 2 side color
 - Order Rack Card-minimum 1500

- Communicate with Juror Selector Coordinator as needed.
 - Share final Yearly Show Calendar with Juror Selector Coordinator immediately upon completion.
 - Confirm that Juror Selector Coordinator has communicated to the Show Chairs the Juror's contact info.

- Recruit LFAG members to chair juried and non-juried shows throughout the year.
 - Keep Calendar of shows and Show Chairs up to date.
 - Confirm that Show Chairs have the most current version of Show Chair Guideline.
 - Confirm that Show Chairs have the most current version of Guidelines pertinent to their show, e.g. Requirements for Displaying Artwork, 3D Guidelines, Jewelry Guidelines, Unframed Artwork Guidelines
 - Instruct Show Chairs to include all Guidelines when emailing their show announcement for intake etc. to the members.
 - Request Show Chairs complete the Show Follow-up Evaluation.
 - Review Evaluation with Board, record notes and file for future reference.