

# *Littleton Fine Arts Guild*

## **SHOW CHAIRMEN (LFAG members only shows)**

**This position is responsible for coordinating and managing all aspects of the major events, established by the Board and published.**

**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 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. Note: Honorary Mention does not receive these.
- d) For Juried shows contact the Juror Selector to identify the Juror.  
Contact the Treasurer and request a check for the Juror fee.
- e) Confirm with Reception Chair Person the 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 of payment 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/>

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### 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 "Requirements for Displaying Artwork", "3D Guidelines" "Unframed Artwork Guidelines" & "Jewelry Guidelines to the notification email.
- Artwork cannot have been displayed in a juried show at The Depot in the past 6 months
- (2) Artwork Labels - <http://depotartgallery.org/membership-forms/>
- Remind members that inventory must be entered into Square prior to or while delivering work to the gallery. Refer to Square How-to Manual for naming format.
- 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 inventory that may have already been left at the gallery the previous night.

b) Delivery of artwork for shows occurs on Mondays.

9:00 - 10:30 Delivery of artwork to be juried.

9:00 – 10:30 Jewelry, 3D ( 12 piece limit) dropped off-set in Waiting Room for Gallery Coordinators

10:30 – 12:00 Jurying of artwork

12:00 – 2:00 Stage wall work and hang

12:00 – 1:00 Members called for non-accepted art pieces

2:00 – 4:00 Staging of Show

There will no longer be classes of any kind on the Monday's that a show is being delivered, hung and staged. Please do not rush. Give yourself time to thoughtfully hang the show.

### REFER TO ATTACHMENT – "JURIED SHOW CHECK-IN PROCESS-SQUARE"

### 4. 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 **only** 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 - 65.** 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

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- 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, only 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.
- Ask Carl or Joe for a list of accepted Titles and Artists. This is available through Square. This list will be used to tally "People's Choice" during the reception.

### 5. HANGING 2D WORK-

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.

### 6. GALLERY COORDINATORS-

Gallery Coordinators will stage Monday afternoon. Leave 3-D work and Jewelry on tables.

### 7. 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.

### 8. 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

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- 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 delete their inventory from Square.

### **9. RECEPTION:**

- 1-2 weeks before a Reception, post an email asking for volunteers to man the Reception.
  - 1- 2 people to work the desk
  - 1 person to count guests as they arrive
  - 2 people to help set up (usually you can ask the members that are working the gallery that day to do this).
- Contact Treasurer at least 72 hrs. before Reception for Juror's fee (check)
- 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.

### **10. 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 Name-Entry Fees" with the Treasurer's Name. Place in red hanging folder on desk
- Joe Bonita will produce title cards from inventory listed on Square. Joe will deliver title cards to the gallery the same or next day. Gallery workers can help him place the title cards next to the art work.
- Leave a note for Tuesday Gallery workers to change sandwich board message.
- Show signs that are placed in frame on outside wall, front of gallery are inside the Caboose, very back, up above on East shelf – marked as such. Place in frame and hang.

# *Littleton Fine Arts Guild*

## **Juried Show Check-in Process - SQUARE**

The process below requires the following workers:

- A quality inspector
- Two Square inventory checkers with personal iPads (phones can be used, but not efficiently)
- A cashier for entry fees
- Two people to receive and manage inventory

It is recommended that a flow be created through the Depot for check-in:

1. Artists enter through the Waiting Room door by the restroom.
2. Work is inspected for quality (no saw-tooth hangars, name tag on front and back, etc.) in the Waiting Room.
3. Artists are held in the Waiting Room until a Square inventory checker is ready in the Ticket Room.
4. Square inventory checkers stationed in the Ticket Room confirm the juried pieces are in the Square. "JUR - ..." is changed to "JU - ..." by the checker. This change is done to verify that every juried item added to Square was delivered to the gallery.
  - a. The checker is concerned with juried pieces only: is it in Square? and is the naming convention correct? The price is the artist's responsibility.
  - b. The inventory control of non-juried items is the artist's responsibility. They are responsible for making sure the pricing is correct, that it is in Square, etc.
5. Artists pay the entry fee on the Depot's iPad. It is possible to pay on other devices, but it may create problems that we should avoid.
6. Artists are asked if they are able to check Square to discover any Not Invited works. If not, their name is added to a list of people requiring a phone call.
7. Artists move to the Baggage Room and hand-off juried work (including 3D juried pieces) to workers for placement in the Baggage Room. Work will need to be leaned against each other (fronts to fronts and backs to backs) in order for all of the work to fit in the Baggage Room.
8. Once all of the work is checked in, the gallery should be cleared of all non-workers.
9. Workers distribute 2D items throughout the gallery for jurying. An area at the back of the Waiting Room is reserved for placement of "Not Invited" pieces.
10. Once jurying begins, the "Not Invited" pieces are moved to the Waiting Room and designated as "Not Invited" in Square. "JU - ..." is changed to "NI - ...".

11. Before hanging begins, each accepted piece should be identified as such in Square. Teams of two should work together. One person looks at the accepted work and tells the person with the iPad the artist and piece name. The item name in Square is then changed from "JU - ..." to "AS - ..." ("AS" for Anniversary Show).
12. Items in Square are inspected to verify that "JU - ..." items no longer appear in Square. Any "JU - ..." items must be physically located and changed to "NI - ..." or "AS - ..." as appropriate. "JUR - ..." items should also not be in Square. If they do appear in Square confirm that they were not delivered and then delete them from Square.
13. An email is sent to all members notifying that jurying is complete and they can check Square for their "NI - ..." artwork. The email also asks the artist to delete their Not Invited works.
14. The list of members needing a phone call is checked against Square inventory and phone calls are placed to those members only.
15. Artwork may now be hung on the walls and staged in the gallery.
16. Joe Bonita is informed that jurying is complete and he can make labels.

Artist adds work to Square:

JUR – Title – Media – Inventory Number

Artwork is Checked in:

JU – Title – Media – Inventory Number

Juror chooses works:

Invited

Not Invited

AS – Title – Media – Inventory Number

NI – Title – Media – Inventory Number

Email sent to Members:

No Action

Member Deletes

AS – Title – Media – Inventory Number