

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).

Juried Show Check-in Process – SQUARE (continued)

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