**Planning a Member Show 2016**

**Prior to the Event**

1. Set show dates and location
2. Set Date/time for registration, judging, and awards
3. Find a judge (request a resume)
4. Prepare a prospectus or application
5. Publicity, Newspapers
6. Locate related supplies
7. Order Ribbons for all categories under each division Ie: 1st 2nd 3rd and Honorable Mention

**Manpower Needed:**

1. 5 people to handle registration………………………..Officers
2. 4 people to set up artwork……………………………..Members
3. Someone to do ID cards for Show……………………Secretary
4. Someone to photograph the winners with award……Publicity
5. Someone to monitor sign-out at closing……………...Officers

**Supplies for Registration**

3 tables, 5 chairs, current membership list, 20 Prospectus/Applications, pens, receipt book, scissors, artist tape, marker, ribbons, check for judge ($150 Spring /Juried, $100 other) flats, hooks, banner, key to facility

**Supplies for the Awards Presentation:** 2-3 tables, 30 chairs, 30 programs, Photographer (member who will photograph the show and send to Webmaster)   
Award check for Best of Show, judges critique, refreshments, key to facility

**Supplies for Closing** Application to be initialed upon sign-out, pen, scissors, box for banner and hook, key to facility.

**Spring Members LSAAG Qualifier Show**

1. Set date time and location
2. Confirm Location, arrange for signs in the lobby and on the marquee advertising the show
3. Arrange for judge (see judge criteria)
4. Prepare Prospectus or Application (revise last year’s application for current year)
5. Send Prospectus to members via constant contact and have Webmaster post it to the Web
6. Submit a news release publicity
7. Order ribbon for Best of Show
8. Order ribbons for 1st 2nd 3rd Honorable Mention in each category
9. Set up easels keeping medium together as much as possible
10. Conduct Registration for a 3-hour period 8-11 am
11. Place art on easel by category keeping medium together as much as possible  
    Add registration # to the front of the entry so the judge will have a reference.
12. Judging 12-2
13. Prepare and display ID cards
14. Prepare a typed list of winners for Display and the Web
15. Set out refreshments
16. Open Show to the public and announce Award Winners from 2-5
17. Take pictures of winners with their painting and ribbon
18. Have publicity submit news release w/ pictures
19. Monitor pick up of Art by 5 pm

**Detailed Schedule**

Contestants are not allowed to bring their artwork into the judging room, but must hand it off to a committee member once the fees have been paid. Artist should be encouraged to return at 2 pm for the Awards and Reception. The Judge should be encouraged to return for the reception and offer critiques and a judge’s statement.

**Registration for Adult Division: Officers**

1. **President** - Greet contestants; verify registration forms are complete and requirements have been met
2. **Treasurer** – Confirm membership; accept entry fee; write receipt.
3. **Vice President** – Assign Entry #’s on the registration form, write Entry # on artist’s tape entry tag (Example: AD9=Lever A Drawing – 9th entry submitted)
4. **Secretary and Volunteer** – Take artwork from contestant; place the entry tag over the artist’s signature on the face of the artwork; arrange works by category

**Judging:** Officers

1. President – Clear the room of all people except judge and officers, and close the door
2. President – Explain the awards rules to the Judge
3. Officers – Assist the judge by answering questions, moving artwork and placing
4. Secretary – indicate on the entry forms the titles that have won (i.e.1Cat, 3 BOS) write Winning title and artist’s name on the back of ribbons; attach ribbons to the appropriate pieces

**Post Judging:** Refreshments, President, Vice-President, Publicity, and Secretary

1. Refreshments – Set up refreshment tables
2. President – get award check for Best of Show from Treasurer
3. Publicity –Take a picture of each receiving an award
4. Judge – Give public critique of winning artwork; personal critiques as requested;
5. Treasurer — Pay the Judge $150 Honorarium ($100 for Membership Show without a Student Division
6. Vice President – Notify all winners who were not at awards presentation by telephone
7. Secretary – Create a program listing the artists alphabetically by last name, followed by their city and telephone number, followed by the title, medium, category and price for each of their entries

**News—Have Publicity:**

1. Write an article for newspapers, listing best refer to web
2. Send news release, with photos to press list

Closing: Officers

Contestant retrieves artwork and initials each listing in the application before leaving the facility