

# LES JEUNES AMIES SPRING ART SHOW

## COMMITTEES

**RIBBONS:** Orders and secures ribbons, fills them out prior to the show, helps place ribbons on winning artwork. Needs to be there Saturday am during judging. Chairperson is responsible for cataloging all winning entries in master inventory list.

**CASH AWARDS/TREASURER:** Obtain cash and place into envelopes corresponding to each art category. Help out during the show. Writes the winners names, identifying entry letter and number, and category onto the envelopes and master inventory list and places the appropriate cash prize into envelopes. Place prize envelopes into the school packets at the end of judging on Saturday am.

**REFRESHMENTS:** Purchase items on list such as coffee, sweets, sandwiches, napkins, etc. Purchase flowers for refreshment table. Help the ribbon committee with placing of ribbons. Clean up after the show. Needs to be there Saturday am til judging complete and again 5:30 – 8pm (form a shift schedule)

**HISTORIAN:** Prepares advertisement/article for newspaper 1 month and 2 weeks prior to the show. Calls newspaper 1 week prior to the show to remind photographer to come and confirms date and time. Need to be there Saturday am for judging and meet photographer for the opening. Help ribbon committee with placing of ribbons. Prepares winner's list and delivers it to the newspaper ASAP after the show.

**WALK-IN REPRESENTATIVE:** Welcomes any walk-in artist to the show and assists them with I.D. forms, and tagging and hanging artwork on Wednesday evening. On Sunday, check out artwork at the end of the show with respective artist.

**PROCTORS:** Need 3 people there per hour to assist students and families with any questions locating artwork, etc; as well as to keep an eye on all artwork. Keep show organized and neat

**SCHOOL REP:** 2 people per school. Need to contact instructors and make arrangements to pick up and inventory artwork and return artwork, ribbons and any cash prizes to schools.