



Les Jeunes Amies Spring Art Show

Proctor Duties

1. BECOME FAMILIAR WITH INVENTORY FOLDER
 - A. All artwork is inventoried in numerical order in an inventory folder
 - B. Each school and all walk-in artwork is assigned a colored sticker with an alphabet and a number
 - C. The student's name is listed next
 - D. Also listed in the folder is the age group and category where the artwork can be found.
 - E. There are 2 indicators at the top of the inventory sheets
 1. Highlighted names indicate the artwork has won a ribbon. The ribbon should be attached to the artwork.
 2. Highlighted names with an * indicate the artwork has won a ribbon and cash prize. The cash prize should be in an envelope in the inventory folder with the student's name on it.

2. Welcome any visitor to the Art Show. Offer to answer any questions they may have or direct them to the Chairperson. If you do get quizzed by someone, here are a few pointers.
 - A. Please note that posted around the show are signs indicating:
 1. Age Divisions and Categories
 2. Rules and regulations
 3. Hours of the Show
 - B. Take some time to read over these so you may answer any questions or direct the visitor to this information. This is LJA's 39th year hosting the show. We have at least 16 schools represented as well as many walk-in entries. The show is comprised of 4 age divisions: 4-6, 7-9, 10-13 and 14-18. The last two divisions are divided by subject matter into 8 categories. The artwork is judged by age division and category. The judges are selected by the chairperson and are very well qualified. Annually we award \$700 in cash prizes and over 100 ribbons.

3. DO NOT ALLOW ANY ONE TO LEAVE WITH ARTWORK UNTIL THE END OF THE SHOW AND NOT BEFORE IT HAS BEEN CHECKED OUT OF THE INVENOTRY LIST. A student may choose to check out their artwork at any time during the show. However we would STRONGLY encourage them to leave their artwork on display for the duration of the show if it is convenient.

4. If the student insists on checking out their artwork, please follow the check out procedures below.

- A. Identify the student by name and the number on the artwork. Make certain that the artwork was entered as a WALK-IN and NOT through a school. Any artwork entered through a school will be returned to the school by the school rep on Monday. **DO NOT, UNDER ANY CIRCUMSTANCE ALLOW A SCHOOL ENTRY TO BE TAKEN HOME.** The school has entrusted us with this artwork and we return it!
- B. Look up the number on sticker on the inventory sheet. Place a check mark next to the number on the inventory sheet indicating that it is leaving the art show.
- C. Check to make sure if the student should have a ribbon (highlighted) and/or cash prize (highlighted and *).
- D. If not, give the student his/her Certificate of Participation; thank them for entering, hope to see them next year, etc.
- E. If they have won a ribbon, make sure it is attached to the artwork. Give them the Certificate of Participation. Congratulate them and thank them for entering.
- F. If they have won a ribbon and a cash prize (1st place or sweepstakes) make sure ribbon is attached to the artwork. Present the student with the cash prize envelope. This will be found in the cash prize folder with the student's name on it. Double check that you are giving the right envelope to the right student. Congratulate them and thank them for entering.
- G. A student winning a cash prize may collect the prize at any time during the Art Show. If you give the student the cash prize **PLEASE** make a notation next to his or her name. **DO NOT ALLOW** them to leave with the **RIBBON** until they have checked out the artwork.