



## Les Jeunes Amies Spring Art Show

### Walk – In Representative

1. Welcome any walk-in artist or private instructor.
2. Give them a letter and identification form. Ask them to read the letter, fill out the id form, sign the consent list and answer any questions that they may have
3. Point out the rules and regulations and the age divisions and categories. Make sure student doesn't already have artwork entered through school. Inform the student that any artwork over the allowed number of entries will be disqualified at the discretion of the Art Show Committee.
4. Help the student/instructor attach the completed I.D. form to the back of the artwork. Tell the student/instructor that the artwork **MUST** be picked up Sunday April 6<sup>th</sup> between 3pm and 4pm.
5. Make sure that all artwork is properly prepared for hanging, if not, prepare it.
6. Record the artwork on the inventory sheets and assign a number to the artwork. Place sticker on the bottom front corner of the artwork.
7. Fill out a Certificate of Participation for the student, place in folder to hand back out to the student at the end of the show.
8. Help sort all artwork into appropriate categories and age divisions.
9. At the end of the show take down all artwork, attach the Certificate of Participation and place in a designated area for pick up. Make phone calls as needed to remind students to pick up artwork. Check off inventory sheet as pick-up proceeds and distribute and ribbons or cash awards the artist may have won.
10. **ALL MEMBERS ARE EXPECTED TO BE AT THE ART SHOW FOR SET UP AND REMOVAL.**