

Les Jeunes Amies  
Spring Art Show  
School Representative 2011

**1. Make personal contact with your Art Instructor.**

Please make personal contact with your instructor at the school you have chosen six (6) weeks prior to the art show (Around Jan. 24<sup>th</sup>). Answer any questions they may have. Refer them to the website ([www.lesjeunesamies.org](http://www.lesjeunesamies.org)) for all the necessary forms they need to print out. Remind him/her that the forms need to be filled out and attached to the back of the artwork before you can pick it up. Impress upon them the importance of properly preparing the artwork for hanging. Discuss time and date for pick-up. Inform them that artwork will remain on display through Sunday afternoon and will be returned to school on Monday. Make sure the instructor will be comfortable leaving the artwork on display over the weekend. Let the instructor know there will be an LJA member on duty for the duration of the show. If they have any questions you cannot answer please feel free to give them my phone number 519-6414.

**2. Pick up artwork before Thursday March 3<sup>rd</sup>, 2011.**

In your packet you will find a list of rules and regulations. **Please** take a moment to look this over before picking up the artwork. All artwork **MUST** be ready for hanging. If there is some artwork in question you may offer to return the next day to pick up any artwork that does not meet the guidelines. **IT IS YOUR RESPONSIBILITY TO CHECK ALL ART BEFORE PICK UP AND CONFIRM IT IS READY FOR HANGING. FAILURE TO DO SO RESULTS IN IT TAKING LONGER FOR US TO HANG ALL ARTWORK ON THE FRIDAY EVENING. YOU HAVE THE OPTION OF REFUSING ANY ARTWORK THAT IS NOT READY FOR HANGING UNTIL SAID ARTWORK IS READY.** We have asked the instructors to inventory the artwork before you arrive to pick up the artwork. The student info forms should be attached to the back of each piece of artwork. This should allow you to take up as little of the instructor's time as possible and also helps to eliminate too many entries for each individual student. If the instructor has elected not to prepare an inventory list before hand, it is **YOUR RESPONSIBILITY** to do so. I have included a few inventory sheets in your packet. Make copies as necessary. You have been assigned an alphabet for your school. Prepare the inventory sheet by assigning each artwork with a number, fill out the name, age and category. On the colored stickers in your packet, write in your alphabet and corresponding number (A1, A2, A3, etc....) and apply to the front bottom corner of the artwork. Please remember to keep the inventory lists in numerical order. We use these sheets during judging.

**3. Deliver Artwork and inventory sheet to Main St Mall, 203 W Main St on Thursday March 3<sup>rd</sup>, 2011.**

Artwork and **COMPLETED INVENTORY SHEETS** are to be brought to Main Mall at 3:00pm. **We will be tight on space; therefore it is IMPERATIVE that your inventory sheets be completed before arrival.** Turn the inventory sheets/packets in to me upon your arrival and begin sorting into the different categories and age groups.

**4. Friday March 4<sup>th</sup>, 2011 – Hang all Artwork**

Start hanging ALL artwork according to each age group and category. Please verify each piece of artwork is in the right section before hanging. **We cannot have kids walking on, or dropping food or drinks onto the artwork. Some students choose to sell their artwork and if we damage it, we cannot replace it.**

**5. Return Artwork and any cash prizes to school on ASAP after the show**

At the end of the art show help dismantle art show (Sunday 12-1pm) and retrieve the art for your school. Take an inventory of the art for your school with your inventory sheet. Certificates of Participation can be found in your envelope as well. You should fill out one certificate for each student. Keep in mind that a student may have more than one entry, but they only need one certificate. At the end of the show verify if any student from your school has received any ribbons or cash prizes and verify those items are in the packet/attached to artwork before leaving with your artwork. **Discuss with the instructor the best day to return the artwork, Certificates of Participation, Ribbons and Cash prizes to your school after the Mardi Gras break. Public schools return to school earlier than private schools.**

**Remember, that your participation is what makes the show a success!! Thanks for all your help and understanding!!**

**Chérie L. Lord (519-6414)**