

MMFAS DEPOT SHOW CHAIRMAN RESPONSIBILITIES

Rev 1/15/2025

- I. Prior to the Intake date, prepare a spreadsheet similar to Exhibit A.
 - A. You will need a paper copy of this form when you check in the artwork.
 - B. Some Chairpersons print a label off a digital form of the spreadsheet. The label is used to identify the artwork by matching each piece to the artist after the judging is completed.
 - C. Secure a key to the gallery from either Miguel deAgüero, Betty Manhart or Ray Mueller.
 - D. Secure a team of MMFAS members to help for the intake. (team should have at least 3 to 4 people. One to two members will check in the artwork at the desk. One to two members will take down previous hanging art and hang art for the new show.

- II. Set up at the Depot Intake on the scheduled Saturday.
 - A. Open the gallery
 1. Turn on gallery lights.
 2. Bring 3'x 5' table and two folding chairs to the lobby. (Some chairperson's bring their own folding chair from home).
 - B. Qualified Artwork for show:
 1. Collect the MMFAS Depot Show entry sheet from the artists. Have additional copies on hand in case they have not previously filled in the entry form.
 2. Collect the entry fee from the artist.
 3. Only active members whose dues have been paid are eligible to participate in the show.
 4. Only artwork that has been painted in the last 3 years is eligible for the show.
 5. Only original Artwork is allowed. No prints of artwork are allowed.
 6. 2-dimensional artwork must be no larger than 18" H x 24" W.
 7. 2-dimensional artwork must be framed or gallery wrapped and wired. No saw-toothed hangers are allowed. All sides of gallery wrapped canvases, shall be painted.
 - C. Lay out the spreadsheet on the table to begin recording the artwork.
 1. Fill out the worksheet for each piece of art.

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2. Number each piece of art as follows: 1A, 1B, 1C which suggest that the first artist to be hung is number 1. And they have 3 pieces of art which is listed as A, B, C.
 3. Continue the numbering sequence until all incoming art has been accounted for.
- D. Have people begin removing the art from the previous show, sort them according to the artist and carefully stack them on the floor.
 - E. After each piece of art has been checked in, give the artwork to the hanging crew.
 - F. After all the artwork has been checked and hung for display, turn off the lights and lock the gate.
- III. Arrange for the judge to come in and rate the artwork. Miguel, Ray and Betty have a list of judges to call.
- A. Make sure the judge reads the judging form, understands the scope of the theme and the guidelines of the process.
 - B. Refrain from answering any questions or making comments that may jeopardize the anonymity of the participants. Once the judge's decision is final and the form is signed, you can answer any questions you like.
 - C. Though not required, some judges volunteer to write a brief statement summarizing their thoughts, criteria, and rationale for their decisions. Have them email you with that if they wish.
 - D. Pay the judge for their services.
- IV. After judging, install wall labels and remove temporary ID tags. Following the information on the check-in spreadsheet, print labels on paper or card stock using white or a light color, avoiding strong hues that can clash with the artwork. Label design can be very simple or can be framed with an unobtrusive border or design that compliments the show theme. Below is an example of a simple label layout:

Richard Johnson

My Backyard

Acrylic on Canvas

2023

\$95.00

636-442-6598

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Text is left justified, the artist's name should be in bold font and the title is italicized. Be sure to include the artist's phone number in case the viewer is interested in buying the work.

Attach labels below the work, aligned with either the right or left edge of the frame using the adhesive putty stored in the supply drawers located against the staircase.

- V. Make the arrangements for the reception on the following Friday evening.
 - A. Bring or have someone bring refreshments.
 - B. Make sure you have ribbons for the awards
 - C. It may be wise to advertise the reception
 - D. Host the reception, announce the winners and hand out the ribbons.
 - E. Take pictures of the award-winning works and forward them to the website/Facebook manager (Miguel or Fatemeh) for posting. Also send them to the corresponding secretary for posting in newsletter. Group and crowd photos are also great for publication in the newsletter, Facebook and website.