

**MMFAS THEMED DEPOT SHOW
PROCEDURES**
Rev 1/6/2026

- I. Prior to the intake date, prepare a spreadsheet similar to Exhibit A.
 - A. You will need sufficient paper copies of this form when you check in the artwork.
 - B. Pick up a key to the gallery from either Miguel de Aguero, Betty Manhart or Ray Mueller.
 - C. Secure a team of MMFAS members to help with the intake. One to two members will check in the artwork at the table in the lobby. One to two members will take down previous hanging art and hang art for the new show.
- II. Set up at the depot 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 team members 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 original artwork that artists have created in the last 3 years is eligible for the show. No reproduction copies of artwork are allowed.
 5. Work that has previously received a monetary award in an MMFAS show is not eligible.
 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.
 8. Each 2-dimensional work must include a label affixed to the back including artist name, title, medium, year, price, and contact phone or email. A business card is acceptable, as long as the artist adds all the required information.
 - C. Lay out the spreadsheet on the table to begin recording the artwork.
 1. Fill out a row for each piece of art.
 2. Number each piece of art as follows: 1A, 1B, 1C which suggest that the first artist recorded in the spreadsheet is number 1 and have 3 pieces of art which are listed as A, B, C. Be sure to add these index numbers to each

artist's registration form, in the corresponding squares to the left of the description of the work. For the temporary labels that the judge will reference, use post-it note squares and magic marker to write the number-letter index in clear, large characters. The judge will need to read these from across the room. Tape these squares to the back of the bottom edge of framed work. Please avoid applying any adhesive to the front of the frame, to avoid damage to the finish. Do not use the small circular price tags for this purpose.

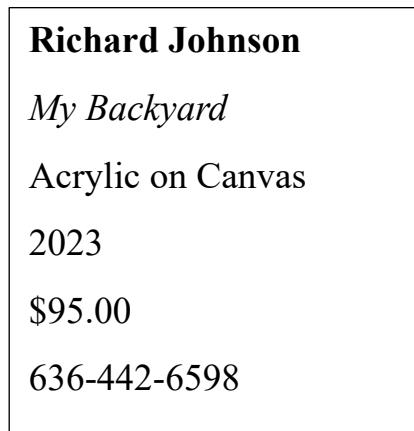
3. Continue the numbering sequence until all incoming art has been accounted for. At the end of the intake process, take a final inventory. The number portion of the index used should correspond to the number of participants, and the number of rows correspond to the number of works. The number of participants X 20, plus any other dues or fees collected during this time should equal the total money received.
- D. Have installers begin removing the art from the previous show, sort them according to the artist and carefully stack them on the floor, leaning against the walls.
- E. As 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. Members of the board have a list of judges to call. The practical time range for the judging session is any time between the afternoon of the intake and the following Saturday of the reception, as long as there is enough time to install the final labels. Of course, the sooner the show is judged, the sooner the process is finalized and the show is truly ready for the public.

- A. Make sure the judge reads the judging form, understands the scope of the theme and the guidelines of the process. Have them carefully read the judging rubric and answer any questions they may have. A completed judging rubric block is required for each work in the show. The chair may want to email the judge a copy of the rubric in advance so they can become familiar with it before judging.
- 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. Pay the judge with a check provided by the Treasurer.

IV. After judging, install the final wall labels and remove temporary index 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 complements the show theme. Below is an example of a simple label layout:



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 on the wall 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. For 3-dimensional work, place the labels on the display case shelf or top of podium near the work.

- V. Make the arrangements for the reception on the following Saturday afternoon.
 - A. Bring or have someone bring refreshments.
 - B. Arrange with a board member to pick up ribbons and prize checks for the awards.
 - C. It may be wise to advertise the reception in social media.
 - D. Host the reception, announce the winners and hand out the prizes and ribbons.
 - E. Take pictures of the award-winning works (if possible, with the winning artists) 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 the mmfas website.