



ART SHOW PROCESS



(WEEK 1)

ANNOUNCE:


- Establish and Announce to Practicum Leadership Team member roles. Establish groups within the Leadership Team.  1. Leadership Team Organizational Structure
 - Announce the time, date, and location of the Mandatory Meeting to Practicum.
 - Announce the theme for the Art Show. (Previous themes):  Art Show Previous Themes
 - Announce the date project proposals are due via Google Form [Art Show Proposals Form](#)
 - Announce the date pieces are due. (Week before Art Show)
 - Announce the date Artist Statements are due. (Two weeks prior to the Art Show) [Artist Statements Form](#)
 - Announce the date and time of Set-Up Day for the Art Show.
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(WEEK 2-7)


LEADERSHIP TEAM TASKS:

- Begin creating the Poster for the Art Show.  5. Poster
- Begin layout of Program Books (Once poster design is complete)  3. Program Book
- Begin creating Social Media/Promotion Content (Post on Jessup Art Instagram OR DCAD Instagram)

Begin communicating with other campus departments (Events, Theatre, Music, Campus Ministries):

- **Events:** Need to coordinate space for Art Show  5. Floorplan
- **Theatre:** Need to walk through props and confirm what we will use (light posts, flowers, gazebo, etc.) (Take pictures/make a list of what you agree on borrowing for Art Show)
- **Music:** Obtain a Masterworks Program for Art Show Program
- **Campus Ministries:** Select dates to promote Art Show in Chapel

JUDGES:

- Choose judges (At least two artists and one non-artist, approved by Norm McDonald)
- Reach out to judges, send them each an email about the date and time when judging takes place: (Need to meet Norm outside of Chapel Warehouse for Judging)
- Email Templates in Folder:  4. Judges

Establish winners for Art Show:

- **Awards:** 3 Winners for BEST SHOW, & 1 Winner Per Category.

Thank You Cards for Judges

- Coordinate thank you cards/gifts for Judges

ART SHOW SPACE (ROOMS):

Coordinate space for the Art show with Events.

For the Art Show, the rooms that need to be used are:

- **Chapel Warehouse** for Artworks
- **Performance Hall** for Masterworks
- **Classroom (103)** for Cinematography Room
- **Classroom (102)** for Artist Alley Items (Will be temporarily stored here).


Floorplan PNGs:  5. Floorplan

ART SHOW FOOD:

Coordinate food for the guests with Bon Appétit. Create a list of ideas for food:

- Appetizers
- Drinks
- Desserts

Coordinate and plan bringing waters and snacks for Students. (Day of Art Show Process Doc):

 Day of Art Show Process + Teardown

SUPPLIES:

Make a list of Supplies we will need


Order Supplies such as:

- **Tent Cards** for Artist Statements
- **Frames** for Senior Portraits
- **Name tags** for New/Transfer Students
- **Ribbons** at Ribbons Galore in RSVL
- **Cardstock** for certificate awards

Check amounts of various things we'll need such as:

- Easels
- Working Lights
- Extension cords
- Tape
- Batteries
- Siccors

PROGRAM BOOKS:


Begin creating Layout of Art Show Program (Refer to S24 Program Book for reference):  Program Book

SENIOR SHOWCASE:


Begin coordinating with **Graduating Seniors ONLY**

- Set up a time for seniors to get portraits taken. Print and leave in Art Show Cabinet.
- **Coordinate if Seniors should bring pieces on piece submission day OR the day of the Art Show.**
- Create Group chat (Google Space recommended) with Graduating Seniors.
- Create and send Graduating Seniors Google Form with the following:
 - How many pieces they will bring for Senior Showcase (No more than 3).
 - Piece Title, Category, Description, and Measurements.
 - Coordinate enough space for all pieces for Senior Showcase.

ARTIST ALLEY:

- Announce Artist Alley in and ask students to show interest in participating.
- Create Group Chat (Google Space recommended) with Students participating in Artist Alley [Artist Alley Form](#)
- Send out Artist Alley Form and send out Artist Alley Procedures Doc  4. Artist Alley Process
- Have all Artist Alley QR Codes and Price Lists printed on the day of the Art Show.
- Inform all Artist Alley members to bring their items the day of the art show. Items will be temporarily stored in Classroom 102.
- Setting up Artist alley will begin towards the end of judgment.

MASTERWORKS:

(Refer to previous Folder for Reference:  SLIDES FOR MASTERWORKS)

- Coordinate getting a program containing a list of all students and songs in masterworks. Include this program within the Art Show Program Book.
 - Create slides for masterworks performance.
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(WEEK 7-11)

- Go Over **Floorplan** with **Tech Team** (make changes if needed)
- Go over **Set-Up/Teardown Teams** (make changes if needed)
- Have all **Artist Statements** submissions COMPLETE: [Art Show Artist Statements](#)
- Organize a **list of snacks** just for the **Art Show Students** (Waters, Chips, Trays)
- Organize who and when Leadership (and students) can begin to **print and folder Artist Statements** (we need a **handful of people** who can do this, we can **coordinate days** if needed)
- Check all supplies are ordered/repaired.

Complete all submissions for the following:

- **Senior Showcase** (Statements and Portraits)
- **Artist Alley** (Price Lists and QR Codes)

FINAL MEETING

(In-person Meeting OR Via Google Form): [Art Show Process Form \(FINAL MEETING TO STUDENTS\)](#)

Distribute Art Show Process Form (With instructions): [Art Show Process \(Share with Students\)](#)

Share the following information (Also on Art Show Process Form above)

- Announce the times for set up and actual art show (Students arrive at 6 p.m.).
- Have students sign up for teams.
- Tech team explanation.
- Name tags for attendance: They will be turned in at the end after tear down (no name tag no credit).
- Dress concert casual (look nice, nothing too fancy).
- Announce after tear down people **HAVE** to take their pieces OR at least have a plan to take them soon.

WEEK OF ART SHOW

PRINT POSTERS:

- Print the directional Posters + Arrows  Poster Graphics

ARTIST STATEMENT SUBMISSIONS

- Submitted Via Google Form: [Art Show Artist Statements Form](#)

PIECE SUBMISSIONS:

- Turn-in starts at 9 am and ends at 5 p.m.
- Coordinate with Leadership members who will be in the art studio at what times
- Art studio can not be empty.

SET UP DAY:

Bring over supplies to Chapel Warehouse (Refer to Set-Up Day Doc):  Set-Up Day Process

- The leadership team meets at 5:30 p.m., bring printed copies of the floorplan so students can take/look at for reference.
- Have everyone meet in the chapel warehouse at 6 p.m.
- Start Set-Up.

Creating List of Pieces for Judges:

- After students finish setting up pieces and all pieces are labeled, create a path for judges of a list of all art show pieces that are for judgment.

 Piece Judgement List (TEMPLATE) (Print for Judges)

DAY OF ART SHOW**Prepare for Judges for Art Piece Judging:**

- Print and bring Piece Judgment List Spreadsheet and bring clipboards and pencils/pens.


 Piece Judgement List (TEMPLATE) (Print for Judges)

Print Art Show Winners

- After judgment in the morning, type up and print out all Art Show winners. Store in office and retrieve before Art Show.

Leadership Meets early

Leadership meet at Art Studio at 4 p.m. Complete the following tasks (Refer to Day of Art Show Doc):

 Day of Art Show Process + Teardown


- Coordinate Leadership members to buy snacks and waters for students. Temporarily store them in Norm office (fridge) (Before 5 p.m.).
- Leadership meet at Chapel warehouse at 5 p.m. Layout name tags on stage for students to grab. Bring over waters and snacks.
- Students meet in the Chapel warehouse at 5:30 p.m. Put backpacks behind curtains with snacks and waters.

Art Show Schedule:

- *Doors Open 6:00pm*
- *Awards 6:30pm*
- *Artist Alley Opens at 6:45pm*
- *Masterworks 7:00pm*
- *Doors Close 9:00pm*

TEARDOWN

Teardown:  Art Show Set-Up + Teardown Process

TEAMS APPLY FOR TEARDOWN, making the process of clean-up quicker. Refer to this document for Team Descriptions:  Sign-up for Teams & Team Descriptions

- Students will take Pieces from Chapel Warehouse and place temporarily in Art Studio
- Break out into Teams and Teardown!
- Any Teams that finish early should move to another team and continue Teardown until all is complete
- Check-out is with Norm by returning to Nametag (REQUIRED)
- Retrieve your Pieces from Art Studio (NO ARTWORK CAN BE LEFT IN THE ART STUDIO)

Check-out: Once the Teardown is complete, you can sign out by turning in your name tag to Norm. (This is required and counts as credit for Practicum) (Graduating Seniors can keep nametag)