

# JURIED MEMBER SHOW PROCESS FOR SHOW CHAIRPERSON POSITION

Show team members: Show Chairperson, Website Manager, Graphics Designer, Workshop Chairperson and the SWS Treasurer, Gallery Manager, SWS Vice President.

Duties of team members:

Show Chair:

- Coordinates team members and facilitates communication with the Juror and Gallery Manager.
- Reviews digital entries and communicates with artists throughout the show process.
- Creates a biography book for the gallery and award certificates for the winning artists.
- Procures the awards and certificates.
- Creates a prospectus and show calendar.
- Checks paintings in and out of the gallery.
- Submits an Inventory Sheet to the gallery.
- Reports the awards to the Vice President for the Signature Member records.
- Attends show reception and aids juror in presentation of awards.
- Works with the Workshop Chairperson on coordination of show and workshop events.

Website Manager:

- Creates a digital entry form.
- Receives entries/invoices from the Treasurer and shares with Show Chairperson
- Posts the show prospectus online.
- Creates a juror's page from entries sent by Show Chairperson.
- Posts show promotions and information on the website.
- Creates a show gallery on the website.
- Shares a show page link with the Show Chairperson

Graphics Designer

- Works with the Show Chairperson and the Workshop Coordinator to create promotional material (Call postcard and show Poster) for the show.

Workshop Chairperson

- Attends meetings with the juror to coordinate workshop activities, supply list, hotel accommodations, class hours and requirements of the juror.
- Acts as juror's right hand person during the workshop.
- Works with Graphics Designer for show promotional material.

- Works with Show Chairperson for coordination of workshop and show events.

#### SWS Treasurer

- Accept fees for workshop and show entries and forwards records to Website Manager, Show Chairperson and Workshop Chairperson.
- Communicates with Show Chair on awards monies and show/workshop expenses.
- Pays juror the required workshop fees.

#### Gallery Manager

- Hangs the show and labels awards post judging.
- Provides refreshments for the reception
- Works closely with the Show Chairperson on planning and execution of show.
- Promotes show on gallery website.
- Handles sales and collects gallery commission.

#### SWS Vice President

- Obtains a list of show award winners from Show Chairperson and tracks signature points earned.

#### Show Chairperson Planning Process:

1. Schedule a venue. Most venues are booked a year in advance. Spokane Art School Gallery has been reserved for SWS for September or October of 2023. Contact person: Jodi Davis, Office manager (509) 325-1500, spokaneartschool@gmail.com. Introduce self and communicate show plans and expectations with the gallery manager early on. Coordinate on dates and reception plans.
2. Schedule a juror several months in advance that may also provide a workshop coinciding with the show. A contract will need to be drawn up and signed by the juror and the SWS President. See a previous contract for items to include.
3. Check the show budget to keep costs within range. Determine awards and prize amounts to be included in the prospectus.
4. Set up a show calendar to include: submission opening date, digital entry deadline date, email notification of acceptance date, hand delivery of paintings date and times, show opening date and times, awards reception date and time, end date of show, and painting pickup date and time.

Example:

## 2022 CALENDAR

May 8th	Submission Opens
June 19 <sup>th</sup>	Digital Entry Deadline - Midnight - Pacific Time
June 26th	Email notification of acceptance/posted on website
August 26th	Hand delivery of paintings 10:00 - 12:00 p.m. at SASG
September 2nd	Show opens to the public, 10:00 - 5:00 p.m.
September 23rd	Awards and Reception: 5:00 - 8:00 p.m.
September 30th	End of show
October 6 <sup>th</sup>	Pick up paintings at SASG - 10:00 - 12:00 p.m.

5. Make a show prospectus that will be posted on the website when the call opens. A FB post can have the link to the website as well. Look at prospectus from previous year. Coordinate with Website Manager as she will be handling any digital entries and will design the online entry form.

6. Coordinate with the person designing the graphics for promoting the show. Margo Sety (margosety@centurytel.net) designed the graphics in 2022 using the first place painting from 2021 as the art. You will need a call postcard, a show poster and a workshop poster.

7. Gather resources and vendors early on: Certificate docs (already created), Awards –Trophies Unlimited 2324 E. Euclid, Spokane (509)468-9178 for ribbons, prospectus from previous year, painting label file, any supplies needed for printing certificates (SWS has an embosser for certificates.), information and headshot of the juror along with samples of their work for promotion and posters.

8. Schedule a Zoom meeting with the juror and team members to discuss dates, contract details, workshop and reception details, hotel accommodations if coming to Spokane, and exchange contact information for each team member. Ask for the headshot, bio, and samples of their artwork.

9. Advertise the call on the website and accept entries digitally. The Show Chairperson will need to check the quality, pixels and file size to make sure they comply with the prospectus specifications. Patience is a virtue. Help educate members so they can learn the show process. Once an entry is acceptable, you will send it on to the person who is compiling the juror's page (Website Manager). She will share a link with you so that you can both keep track of the entries. Notify (email) the artist that their entry has been accepted. You will want to make sure the fee has also been paid. The treasurer will forward the entry receipts to the Show Chair and Website Manager.

10. Once the juror's page is complete, the Website person will share it with the Show Chair who will review it and send on to the juror. The juror will contact the Show Chair with his/her selections for the show. (This would be a good time to share your list of works and dimensions with the gallery. You can also share the show link to be published after the show opening.)

11. Keep a running list of the artists, entries and dimensions. You will need to submit an inventory sheet to the gallery manager so that she can plan the show hanging. SASG was able to accept 25 paintings in 2022.
12. The selected artists will need to be notified by email along with a request for their bio, headshot. (I made a folder for each artist on my computer to drop everything into.)
13. The accepted artists will be announced on the SWS website. The Gallery Manager will also be notified. She will put the list on her website as well. The gallery also does some advertising for us in the Inlander and on their site. \*The Show Chair will notify the SWS Vice President of award winners in order to update the signature point document.
14. The show posters file can be taken to a printer (FedEx) to be printed as a 11x 17" poster. Deliver two posters to the gallery for them to hang.
15. The gallery asks for an artist biography book. In 2022, a show bio with the artist's work was designed for each participant and printed to assemble a book for the show. The individual artist bios and the show inventory sheet were emailed to artists to check for accuracy prior to the painting check in day.
15. The Show Chair will be at the gallery to receive the paintings and verify that they meet the prospectus requirements. Measure mats, check hanging hardware, measure art size, labels etc. Design a sign in sheet to take in paintings.
16. Drop off bio book and the SWS signboard to the gallery on check-in day. Make some small labels to designate winners once the show has been judged. Finalize any reception plans with the gallery. In 2022, the Gallery Manager supplied the snacks for the reception.
17. The Show Chair will meet with the juror prior to the show to obtain a list of awards. The list will be shared with the Website Manager and the Gallery Manager to publish.
18. The Show Chair will make the award certificates for the juror to sign prior to the awards reception. The SWS embosser makes a nice label to add to the certificate.
19. The Show Chair attends the reception and introduces the juror and aids in presenting awards, etc.
20. The Show Chair comes to the painting pick up and signs out paintings back to artists. The bio book and SWS signboard can be picked up at this time. The Show Chair makes sure all awards have been distributed.

**List of Resources:**

Awards:

Trophies Unlimited  
2324 E. Euclid Spokane, WA  
(509) 468-9178

Gallery:

Spokane Art School Gallery  
812 W. Garland Ave.  
Spokane, WA  
(509) 325-1500  
Office Manager: Jodi Davis  
spokaneartschool@gmail.com

Printing for posters:

FedEx  
259 W Spokane Falls Blvd.  
Spokane. WA 99201  
(509) 484-0601  
usa2893@fedex.com

Kelly Knouff-Burk, September 2022