

CRRL Teen Art Show Plan

**YA Librarian will handle promotion, accepting art, preparing reception, etc.
YS Manager will handle community relations, working with Administration.**

Budget: \$850.00

- \$575 for prizes (note on check requests that this comes from Friends of the Library)
 - 1- \$125.00 Best In Show
 - 2- \$100.00 1st Place Prizes
 - 2 - \$75.00 2nd Place Prizes
 - 2 - \$50.00 3rd Place Prizes
- \$250.00 for reception: Food, punch for the opening

Teen Art Show Timeline

June

Teen Librarian

- Talk with YS Manager about coordinating judges for contest.

July

Teen Librarian

- Speak with Graphics about dates for hanging and taking artwork down. Working backwards from the opening
- Fill out Room Reservation Forms for:
 - The Opening, most often the first Friday in March. Book the theater from 12-9. Submit Room setup for Opening including Kitchen access
 - Book a meeting room that can lock from 9-9 on the Tuesday and Wednesday before the Opening.
 - Check with Art Team for installation date and time. Book the Theater from 9-5 Wednesday and Thursday for hanging.
 - Ask Art Team when they would like to take the show down. Reserve Theater for 9-5 on that day.

Teen Librarian

- Request graphics for:
 - Submission dates
 - Exhibit
 - Opening
- Graphics to be done
 - Certificates (places and 10-12 honorable mentions, no participation)
 - Invitations to Opening - order 150 cards

- Judging sheets - order 75
 - Posters
 - Rules- Art is collected for ONE WEEK- Tuesday - Tuesday is tradition
- Posters and rules are needed by **December 1st**. Other graphic requests will not need to be ready until closer to the actual event, but they are still submitted early for design purposes.

September

Teen Librarian

- Touch base with judge.

November

YS Manager

- YS Manager writes letter announcing the show and providing dates so that teachers can begin planning.

Teen Librarian

- Update Teen Art Show web page to reflect upcoming show info including how to enter. (Live in Jan/Feb)

December

Teen Librarian

- calls high schools to verify contact information for art teachers. Update and print mailing labels or hand write.
- Begin to prepare mailings, which include posters, rules, and YS Manager's letter.
- Volunteers stuff the envelopes, YA Librarian mails them.

January

Teen Librarian

- Purchase Prize ribbons, 1 Best in Show, and (2)1st, 2nd, 3rd places, dozen Honorable Mentions.
- Ask staff member to photograph event, especially photos of winners and their work.
- Prepare info for art dropoff sign-up binder: folder to collect art submission slips, folder for invitations, instructions

YS Manager & Teen Librarian

- Double check set-up logistics for Teen Art Show Reception including food and supplies orders.

February

Teen Librarian

- Hang grades 9-10 in separate area from grades 11-12. This facilitates the upperclassmen's ability to find the pieces they are judging.
- YS Manager or Teen Librarian contacts the judge(s) to set up judging

- Invite School boards, administration and local politicians
- Reserve area in YS department for art show submissions.
- During installation, have Art Team take photos of all artwork for library publications and Social Media Team.

March

Teen Librarian

- Blog post with winners - update the most recent info with the winning artwork photos.

Wednesday before the Opening the YS Intern should...

- Gather registration forms from the desk. Should be divided into their separate categories and then alphabetized by artist's first name. Entry forms for the same artist should be stapled together.
- Input information from registration forms to create labels, alphabetizing by first name in each category. Once a form is entered a slash mark should be made across it.
 - Title
 - Artist's Name
 - Grade
 - School
 - Medium
- Email YA Librarian that label document is ready for proofing. Once proofed, email it to the Graphics Department.
- Walk the show with the YA Librarian to double check entry information for labels (notify Graphics of changes). Consider making "map" document with info in order of art's location for use during judging.
- Email YS Manager the number of participants in each age category.
- Create Voting Tally sheets for grades 9-10
- Create the art show check-in document. The names should be divided by category and alphabetized by FIRST NAME. Print when finished and put with supplies for Opening.
- Create list of all art for pick-up after the show comes down.

Teen Librarian

- Tabulate the total RSVPs for Reception, guesstimating projected numbers.

Once Art is Hung....

YS Manager & Teen Librarian

- Judges come and pick 1st-3rd place and honorable mentions for Grades 11-12 category only. Giving as many honorable mentions as they deem appropriate. They also have the option of awarding best in show. Have YS Manager or YA Librarian walk around with them to find out why they pick the winners. Record their thoughts and share them when we announce the winners. (Make sure the judges know they are invited to the Opening-request RSVP)

On day of Opening.....

- Staff should gather necessary supplies using list below
- Graphics will hang labels by the art
- Who should be working: YS Manager, YA Librarian, YS Intern, 1-2 volunteers or staff members
- Fill out the 11-12 grade winner certificates & ribbons
- If judge is attending Opening, buy flowers.

At Opening

- Need a staff member at each door to welcome artists & families. Check-in the artists.
- Grades 11-12 receive the judging forms and tell them what time they are due - give back to greeter by 7 pm. Emphasize time sensitivity!
- Have volunteer/staff tallying votes as they come in
- Have volunteer/staff running from greeter to cable studio bringing in voting sheets.
- Fill out the 9-10th winners' certificates and ribbons as soon as votes are tallied
- Pictures with winning artists at the end of the night
- Request winners complete a Check Request Form before leaving.
- Report number of attendees for statistics

Prior to pickup date

- Tape certificates to artwork if they weren't picked up
- Report number of entries for exhibit statistics

SUPPLIES:

- pens
- pencils
- fine point sharpies for certificate signing
- Grades 9-10 Judging sheets
- Tally sheet (and instructions?)
- Check-in list
- clipboard
- music
- Check request forms- 7 plus extras
- Certificates
- art pickup date
- clear and blue painter's tape
- calculator
- camera

2017 Reception Supplies (\$311):

- 10 boxes crackers
- Fruit:
 - 2 (24oz) blueberries
 - Cantaloupe chunks
 - 4 (6oz) blackberries
 - Watermelon
 - 2 (12oz) raspberries
 - 3.5 lbs. Grapes
 - 2 lbs. Strawberries
- Cheese slices and prosciutto, salami, pepperoni
 - purchased 2 sampler trays
 - 6 trays of meats
 - Mozz balls with basil/tomato
 - Cranberry cheese - 2 goat and 2 Stilton purchased
- Cookies - 12 containers from Wegman's
- Frizzante - 11 purchased
- Watermelon and pineapple infused water
- Dessert plates and cocktail napkins
- Black tablecloths