

CPPS Show Guidelines for Coordinators, Chairpersons and Members **

August 6, 2006

Three months before a show, the show coordinator should send an email to all members, listing the site, the specific show and site guidelines, the deadlines and limitations, if any, and ask for volunteers. The membership should expect that in some instances the coordinator will enlist member support on an individual basis, particularly with respect to publicity, set up, and refreshments. Volunteer assignments are critical to the success of a show. The show coordinator should be prepared to send out reminders three weeks before the show, listing specific times and due dates, as well as volunteer assignments. Members should review show and site guidelines, including deadlines and requirements for submission of artwork. Volunteers should review assigned responsibilities.

The publicity chair should make contact with appropriate advertisers, CDT, Bellefonte Gazette, etc. The publicity chair, in consultation with the show coordinator, should determine appropriate selections to be featured in show publicity. Selections should be consistent with the theme of the show and with the standards of the CPPS. The publicity chair should also request that a painting a week be featured two weeks before the show and two weeks after the reception, if the show is ongoing

The publicity chair should ask for a volunteer to design a poster, to be signed, and mounted on foam core to be displayed on an easel at the show venue.

With respect to shows in general, fewer might be better. Limit the number of shows each year. Try for one or two great shows each year. Where possible, have a themed show, a special subject show, or champion a cause. Have a member speak to those in attendance about the Society and invite them to become members and/or sponsors.

Schedule a gallery talk at some point while the show is up. This would meet our goal of increasing public awareness about pastels. The talk could highlight the pastel medium and help the public understand the wonder and beauty of the medium and why we love it.

Seek to schedule shows in venues beyond our local area, perhaps in Altoona, Harrisburg, Clearfield, Lock Haven, Williamsport, Lewisburg. **

Specific Setup Procedure

1. Acquire a site. If possible, seek an extension, if needed.
2. Determine the number of paintings the site will hold so you can set a number each artist should enter.
3. Determine a title for the show based on a special theme or concept.

4. Determine the show dates----delivery of paintings, hanging of paintings, reception, taking down the paintings, etc.
5. Ask for volunteers to hang the show.
6. Ask for volunteers to plan the reception and/or appoint a chairperson.
7. Vice-President and Secretary are in charge of publicity according to by-laws. However, a publicity chairperson may be appointed in a given situation.
8. Design postcards; decide color of cardstock.
9. Request a contact person to be listed on the program in case any buyer is interested in a painting (Our by-laws state that we won't give out the members email addresses).
10. Design programs; decide color of paper.
11. Remind participants (email) about artist label deadline for entering artist name, name of painting, size, and price.
12. Take artist label information to print shop (The CPPS previously used M&M Copy in Bellefonte).
13. Pick up an artist label master list from print shop to use for numbering (this will be returned to the print shop and put in order numerically for the program).
14. Send email delivery date and hanging instructions for paintings. Work must be framed and have wires for hanging.
15. Hang the show and place stickers by each painting and number them.
16. Record the number of the painting beside each artist on the sheet from #13. Double check and then take to print shop for final printing and putting the program together.
17. Pick up the program and deliver to the show site.
18. Put out the Guest Book.
19. Put out society advertising, bookmarks, etc.

Receptions

1. Plan for a festive opening, perhaps with flowers, background music, interesting food and wine.
2. Place each artist's picture and artistic statement by their works.

3. Provide name tags for each artist.
4. Assign greeters to welcome the public. It is suggested that artists mingle with the public.

Responsibility of a Food Coordinator

Successful food/refreshments planning begin at least two weeks prior to the show. As the person, or persons, responsible for the food at a reception, there are several important things to do well in advance. Ask for volunteers and communicate with them weekly. Do not try to do it all yourself. Ask for volunteers to help with set up and clean up, perhaps 2 or 3 for each.

1. Ask people to bring various food/drink items. List items you wish to have.
2. Keep a list of foods and beverages promised and confirm promptly.
3. A week before the reception, send another email requesting items still needed.
4. Keep the CPPS president aware of your progress and/or any problems. Stay within your budget and please save all receipts.
5. Suggested items for food and beverages:
 - a. Wine - 7 or 8 bottles.
 - b. Soda for punch - 10 bottles; arrange for a punch bowl and ladle.
 - c. Some sugar-free items are nice to have such as soda and/or candy but label it.
 - d. Crackers and cheese.
 - e. Cookies, nuts, and candy.
 - f. Several large bags of ice and large container to hold iced bottles.
 - g. Tablecloth and centerpiece
 - h. Plates, napkins, and cups are furnished by the CPPS (Jeanne McKinney)
6. Bring items early to allow for setup.
7. Clean up---leave area in the condition it was found; dispose of garbage, wipe tables, etc., check floor

