



## Tasks for Chairing an Essex Art Association Show

**Jurors and Judging** Select 1 or 2 jurors depending upon type of show. A list of pre-approved jurors is available, or a juror of your choice may be suggested and approved by the council. Jurors receive \$100 payment each. Judging will be held the Tuesday after receiving. The judging must be completed by 5:00 p.m. so that the hanging can happen that night. The jurors must be given privacy for their decisions so selections are fair and not influenced by the EAA members, directors, or show chair. Sorry, show chairs are not eligible for prizes in their own show, as they select the jurors.

**Prospectus** This is mailed to members approximately 4 weeks prior to show opening. Please provide Gallery Directors with a brief paragraph about the theme of the show, the juror(s) names and bio(s), and any additional prizes. The council predetermines the themes of the shows but you can expand on them in your description. Samples are available for your reference.

**Awards** There are set EAA prizes for each show. Chair should attempt to generate additional prizes. The more awards offered, the more entries in the show.

**Publicity** A council member usually handles publicity but any additional calls or press notifications are appreciated. We do send out a season's schedule, but a call to remind the media is often effective.

**Posters/Invitations** You may design them or find someone else to design them. Please work closely with the Gallery Directors on this. The council must approve the final design. The poster and invitation designs should go to the printer (Rob) at least 3 weeks before receiving date. Invitations are mailed about 2 weeks prior to opening and posters are distributed at receiving.

**Pick up and Receiving** If possible, please be available both Sunday and Monday, 2-5 p.m. prior to opening for receiving. You will receive a list of volunteers to contact to assist you.

**Hanging** The hanging will be done by the Hanging Committee (and you if you wish) on Tuesday evening prior to opening. The Gallery Directors will create the catalog (the list of paintings, medium, price and title).

**Flowers and Food** for the opening. Please arranged from the list of volunteers and also those who sign up at receiving.

**Bartender** Someone over 21—It's actually fun!

**Set up** Day of opening. Allow time in advance of the show to spruce up and organize tables for food, bar, etc. Sitters They sign up at receiving and extras are called from the volunteer list.

*Don't worry—The Gallery Directors are there to help you. Please call Iris and Rick Silberberg with any questions: 767-8697 or (860) 680-7528.*