

## Entries

### Job Description

The entries chairperson is responsible for updating the entry form for SRAL's website; printing copies to keep in SRAL's studio; creating a spreadsheet with all the appropriate entry information; generating various lists for check-in, monitoring (for Briggs only), photography of Briggs entries, and juroring/judging; and creating the artist/title cards.

1. To update the entry form, obtain the following:
  - a. Generic form from bottom section the Exhibit Job Description Webpage.
  - b. Pertinent dates from the exhibit chair
  - c. Name of jurors/ judges from the Juror/Judge chairperson.
2. Update the on-line entry form by mid-September for Briggs, by mid-October for the Members Juried Art Competition and by mid-January for the Annual Members' Show.
3. Write an announcement that the form is ready and send it to the Eblast editor to put in an E-blast and the webmaster to post on SRAL's website.
4. Print copies and place it in the show folder in the studio.
5. Using the spreadsheet from the previous year's exhibit, delete the titles, mediums, price, etc. Keep the artists names, phone numbers, and e-mails, so you do not have to re-enter them.
6. Enter the information from the entry forms as they arrive. This keeps the work at a minimum. If someone new enters, then add them to the spreadsheet. Some special notes on how to enter the information follow:
  - a. Even if someone puts quotes marks around their title, eliminate them, so all titles are consistent.
  - b. Only use decimals. If someone enters a fraction that is smaller than  $\frac{1}{4}$  round it up or down.
7. Keep all the checks until after the due date for entries. Make sure the total number of checks corresponds to the number of entries. Total the amount of entry fees collected. Make sure that the check and the entries totals are the same. Give the checks and the total to SRAL's treasurer.
8. After all the info has been entered, **PROOF THE INFORMATION** in the spreadsheet to insure no mistakes were made.
9. For shows with more than one entry category (aka theme), such as with the Members Juried Art Competition and Annual Members Show, the entries must be sorted by category and then by last name before the entry numbers are assigned. The reason for doing this is then when they or juried and/or judged all of the entries in the same category will be next to each other, which will make the job easier for the juror/judge (refer to [Attachment A](#)). Below are the instructions for doing this:
  - a. Sort all the entered information, including notes on two levels: first level is category/theme, second level is last name. To do both sorts at the same

time, in the upper left corner in the "sort: window in excel, click on "Add level." Another row for sorting will open below the first "Sort by" row.

- b. Now put in the entry numbers.
  - c. To create all the lists (see below), sort all the information by last name.
10. Send a list of artists who have entered the exhibit to SRAL's membership chairperson to check that they are members of SRAL. Send an e-mail to any person who is not a member to bring their membership form and check with them when they deliver their artwork. **Inform the exhibit chair of any one who is not a member to insure that their membership form and check are delivered with their artwork. Otherwise, their artwork is not eligible for the exhibit.**
  11. Send a list of entrants and e-mails/phone numbers to the Check-In Chair five days before delivery of artwork. This will enable them to send out a message about check-in and hanging criteria.
  12. From the information in the spreadsheet create the following sheets to be used for check-in and juror/judging, if applicable:
    - a. Check-in (split into two lists – first and second half of the alphabet): ✓, Last Name, First Name, Phone, Title, Medium; create at least two copies of each list.
    - b. Monitor List (For Briggs): ✓, Last Name, First Name, Phone; create two copies
    - c. Bio/Artist Statement: ✓, Last Name, First Name, Phone, E-mail; create two copies
    - d. Photographer (For Briggs): Last Name, First Name, Photo Number; create two copies
    - e. Juror/Judges: ✓, Entry Number, Title, Medium, Notes (make this column as large as possible; create four copies – one for each juror/judge, two for juror/judge chairperson
    - f. People's Choice: Last Name, First Name, Title, Entry Number, and Tally (make this column as large as possible); create two copies
  13. Send the appropriate information to the brochure chair. From the list of entries, set up a word merge file to list the appropriate information needed for the brochure. After the merge is complete, send it to the brochure chair.
    - a. For the Briggs: entry number, artist name, title of artwork, price
    - b. For the Members Juried Art Competition (see #14 for additional instructions) and Annual Members Show: entry number, artist name, title of artwork, e-mail address, and phone number. If an e-mail is not available, use the artist's phone number.
  14. Once the judging is completed for the Members Juried Art Competition, move all the pieces of artwork that were not accepted to an area for pickup. Then work with the Exhibit Chairperson and Jurors/Judges Chairperson to update the spreadsheet containing all the entries to reflect only the pieces juried into the exhibit. This task must be completed immediately after the jurors have completed their job. The same instructions will be put on each of these job descriptions in order for each

chair to understand this process. This step also requires someone have a laptop with the spreadsheet on it available after the jurying is completed.

- a. To do this, copy the entire spreadsheet and paste it into another sheet, so the original information is preserved. In one of these sheets, delete the pieces that were not juried into the show, the easiest way to do this is to highlight the entire row, right click on the mouse and delete the entire row.
- b. Double check that the correct pieces were deleted.
- c. Re-number the entries
- d. Record the final entry numbers on the artist/title cards after the # symbol.
- e. Using the final list, hide everything but the artist name and artwork. **Double check that each artist/title card has the correct number on it.** Save this list in a PDF format. It then needs to be e-mailed to everyone on the original list of entries created in #11, informing them that this is the list of pieces that were juried into the show.
- f. From the whole juried list, set up a word merge file to list the appropriate information needed for the brochure (see #13 above). After the merge is complete, send it to the brochure chair.