

Responsibilities of Exhibit Chairperson(s)

1. Attend SRAL board meetings, as appropriate.
2. Obtain the budget from the treasurer, if appropriate. If a budget has not been developed by the treasurer, then create one and submit it to SRAL's board for approval.
3. Submit articles for E-blast regarding the exhibit. For the Briggs show, send the judge's statements about abstract art to be included in the E-blast articles regarding this exhibit.
4. Determine if one or two jurors/judges will be selected.
5. For the Briggs show: If holding the exhibit at CPAC, sign their contract and have SRAL's treasurer write a \$50 deposit check payable to CPAC. This entails scheduling dates and times for delivery of artwork and photography; jurying/judging; hanging; reception; and take down/pick-up of artwork at the end of February.
6. For the Annual Members' Show and Members Juried Art Competition, coordinate with SRAL's GVR room coordinator (usually the first vice-president) to reserve the areas for the exhibit, check-in, and reception with GVR. Make sure to ask for use of the kitchen for the day of the reception. A microphone, speakers, and a podium should be ordered for the day of the reception.
7. For the Annual Members Show and Members Juried Art Competition, determine the categories (non-representational, representational, still life, portraits, beginners, etc.) and the awards for each category including the cash prize amounts.
8. Since SRAL will now be making only one ribbon order for all shows, inform the SRAL ribbon chair (usually the treasurer) of the number of each kind of ribbon needed. For the Annual Members' Show and Members Juried Art Competition, the number will be determined by the decisions made in #7. The Briggs has customarily ordered first, second, third, three honorable mentions, and People's Choice. Request that the Open Shows Chair provide the quantity and type of ribbons desired for the Open Shows to include in the order.
9. Appoint sub-committee chairs and members. Please note that usually the exhibit chairperson(s) take on at least one of these sub-committee chairs – the ones they feel they want to be in charge of. In the past these have included juror/judge, promotion and advertising, brochure, electronic postcard, etc. Provide each sub-committee chairperson with their job description and any attachments. Both you and the sub-committee chairperson should read all this material to make sure you and they know what they need to do and when.
 - a. Bio Book
 - b. Brochure for Show
 - c. Check-in of Artwork

- d. Electronic Postcard/Flyer
 - e. Entries
 - f. Finances (SRAL's Treasurer)
 - g. Gallery Monitor Scheduler (Briggs only)
 - h. Hanging Artwork
 - i. Jurors/Judges
 - j. People's Choice and Greeter's
 - k. Photography
 - l. Promotion and Advertising
 - m. Reception
10. Coordinate with all sub-chairs to make sure everything is running smoothly. Use the schedule of events in [Attachment A](#) to monitor progress. Provide assistance to any sub-chair, if they need it.
11. Once the judging is completed for the Members Juried Art Competition, work with the Juror/Judges Chairperson and Entries 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 juror(s) 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 to 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 # sign.
 - e. Using the final list, hide everything but the artist name and artwork. Save this list in a PDF format. It then needs to be e-mailed to everyone who entered artwork into the show, informing them that this is the list of pieces that were juried into the exhibit.
12. Preside over the reception which includes:
- a. Assist wherever needed.
 - b. Preside over the presentation, thanking committee chairs, committee members, artist who entered work
 - c. Introduce the Juror/Judges, if they attend.
 - d. Either announce awards or assist the Jurors/Judges, if appropriate.
13. After the show, ask each sub-committee chair for lessons learned. Then update the appropriate job descriptions kept on the studio's computer. Also, change the date of the updates located in the footer of each file.