

PSSA Show Chair Procedures

Preliminary concerns:

- * familiarizing with space and "gallery" expectations:
 - ... check out space
 - ... read the agreement that the gallery requires/talk to the gallery:
 - ... make notes for prospectus (information for labels, hanging/framing, timing, etc.)
- ... determine timelines and how to coordinate with picture deliveries, slides for announcements, etc.
- ... reception - determine our responsibilities, ability to serve wine, etc.
- ... determine with the VP of Exhibit. The general characteristics of this show.

Expenses:

- ... this should be discussed with the VP of shows as they are responsible for the annual budget.
- ... it should also be noted that individual checks of +\$100. there has to be board approval.
- ... discuss/preplan with VP of Exhibits for costs of publicity, juror, awards, reception and misc.

Prospectus: see guide

- ... review others or this same venue prior years. Be complete. State the standard items and make note of any variations.
- ... coordinate with Newsletter schedule

Publicity:

- ... work with VP publicity and VP Exhibits
- ... we may have to do our announcement cards and that is costly and requires some prior planning to have ready for the meeting before the show.

Receiving paintings: Hanging - location matters, have plan or "committee"

- ... prepare an inventory sheet including ID #, artist, title, price amount, size if required, entry fee paid, sale if sold, return sign-off by person taking down show and artist.
- ... have a large enough crew, especially one person who's physically able to haul and another who's mentally able to be calm and precise to do the recording. Good records are crucial.
- ... collect the entry fees and recheck against inventory, total amount and send to treasurer.

Juror / Awards:

- ... select the juror. Consult show chair for \$ and selection.
- ... painting selection procedure depends on # spaces and number of entries.

Reception:

- ... totally depends on gallery expectations.
- ... costs involved must be planned with VP Exhibits

Take down:

- ... again, crew needs to include somebody physically able to haul, somebody able to keep records in confusion and arrangements for transport and storage.
- ... arrangements for transport to next meeting and for other special pick-ups are needed.
- ... if paintings to be taken to next show, that needs to be predetermined and members notified.

Summarize: Include notes of particular interest concerning this venue and 'lessons learned'.

- ... turn in "Show Summary" form.

PSSA Show Procedure Checklist

Checklist:

Date Completed

1. check out space	
2. gallery agreement	
3. prospectus information	
4. budget - rec & disb	
5. timelines	
6. reception	
7. announcements, PSSA brochures	
8. publicity	
9. crews to hang and take down	
10. storage of boxes and pictures before and after show	
11. jurors	
12. awards	
13. other: supply box for hanging and take-down	
14. take PSSA artist book to show	
15. show summary, inventory and agreement to VP shows for file	

PSSA Show Summary Form

A. Gallery/Venue

- ... name
- ... address
- ... phone & email
- ... contacts - name and position

B. Show Summary

- ... dates
- ... title/theme
- ... number of entries
- ... juror/s
- ... awards (name and amounts)

- ... sales - number and gallery percentage
- ... lessons learned (how can we help you better, what should we know about this venue)

C. Budget and Show results

1. Totals - estimated receipts + estimated disbursements = expected net
2. Receipts
 - a. # entries X entry fee, jurors not charged
 - b. others - donations.
 - c. total
3. Disbursements - attach receipts unless already sent to treasurer

\$ _____
\$ _____
\$ _____

	Payee	For	Amount
a.	_____	_____	\$ _____
b.	_____	_____	\$ _____
c.	_____	_____	\$ _____

TOTAL \$ _____

NET \$ _____

If space is a problem, feel free to use back or 2nd sheet. Thank you for all your work!