



## Art Group Representative Responsibilities for December 2011 Show

1. Begin distribution of December Show Prospectus and applicable forms in July to juried Arizona Art Alliance artists in your art group. Methods of communication may vary, given some art groups do not meet during the summer, however it is important that some form of communication be used (e.g. emails, art group newsletter, posted notice, etc.)
2. Promote the show to group artists who need to become juried to participate. The form and jury guidelines are available on the website: [www.azartalliance.com](http://www.azartalliance.com). The deadline for submittal of applications is September 30, 2011 to be considered for this show.
3. Reinforce to your group artists that it is important that they read and understand the Show Prospectus. There are significant changes from previous shows.
4. Obtain a preliminary panel side/space count from the juried artists who wish to participate in this show by mid-October. Preliminary information will be requested from each Rep on or before the Board/Rep meeting scheduled for October 21, 2011.
5. Pick up printed invitations and title tags at the October Rep meeting for the number of participating artists you anticipate will be in the show. If for any reason you are unable to attend this meeting please have an alternate come to the meeting or make arrangements with an Arizona Art Alliance board member to pick up these items on a day during which the gallery is open after that date.
6. Collect panel side/space rental fees from your participating artists in early November. Contact your art group Treasurer to deposit those funds and have your Treasurer issue ONE check made out to the Arizona Art Alliance for the total panel side/space rentals for your participating artists.
7. Obtain a completed **Volunteer Sign Up Sheet** from each of the participating artists and develop a list of all the names of the artists from your group who will be in the show. Make sure the artist name is spelled correctly and shown in the manner in which the artist wants to be represented in the show program. Please make up the list in alphabetical order.
8. **ONE check from your art group** and the Volunteer Sign Up sheets are due to the Arizona Art Alliance on or before the Board/Rep meeting scheduled for November 18, 2011.
9. From the information provided by the Reps, the Arizona Art Alliance will develop a complete list of participating artists for the show and will design an insert for the Show Program. Names submitted after November 18, 2011 may not be listed.
10. Advise participating artists that if they are exhibiting pieces that have won ribbons in past Arizona Art Alliance shows they must use blue title tags for these items (except those that won merit ribbons) and identify the item(s) on the Inventory form as previous show winners.

These pieces are *not eligible* for a ribbon in the December 2011 show but ARE eligible for corporate purchase and/or cash awards.

11. Advise participating artists that they must bring a signed and completed **Hold Harmless/Inventory/Statement of Originality** form on the day they hang their artwork. If the artist will be participating in the gift shop, an additional inventory form (slight different in layout and format) is required. The Rep is responsible for assuring the artists are given these forms, collecting them from the artists on set-up day and submitting them as a “group package” at the intake desk. Please put the forms in alphabetical order. Before turning in the forms, the Rep should make sure that each piece listed has been hung or displayed and that the correct tags (vanilla or blue) are being used.
12. Distribute the printed invitations to your participating artists at least 3 weeks prior to the show opening so the artists have time to mail out to their client list. Each artist should send out at least 5 invitations to past or potential customers. E-Invitations will also be available and will be sent to the Reps to email to guests at least 3 weeks prior to show opening.
13. Arrive one hour early for the hanging of the show in order to assign panel sides/spaces to your participating artists. Write in the assignments on the floor plan provided by the Show Director, Alan Arne, and turn it in at the desk. This information will be transferred to a master sheet to be kept at the desk. Note: The Rep is not responsible for supervising the gift shop set-up.
14. After your group artists have hung/displayed their art, the Rep should approve each artist’s space for visual appeal, artwork quality and adherence to the show prospectus. If you believe a second opinion is needed regarding placement, quality or adherence to guidelines, please go to the intake desk and ask for assistance. The Arizona Art Alliance “review team” reserves the right to reject ANY art work, with or without the approval of the Representative.
15. Reps are responsible for assuring that their art group display area is free of trash, hanging supplies, etc. prior to leaving on set-up day.