

GUIDELINES FOR EXHIBIT COORDINATORS

If you have assumed the job of Exhibit Coordinator for the first time (or even if you're very knowledgeable), please be assured that the Exhibition Committee is there to assist you. Request help for the installation so that an experienced person can help you with both the installation and the record keeping. Don't hesitate to ask for guidance or help with any phase of the exhibit. Refer to the following guidelines, which are based on cumulative past experiences:

1. Confirm all pertinent details with the exhibit space owners/managers (you may or may not have been the person responsible for reserving the space). Make sure you understand all requirements including:
 - a. Whether written proposals/confirmations are required
 - b. Dates for hanging and taking down the show
 - c. Reception date and time
 - d. Gallery/exhibit space fees, rules and restrictions
 - e. Commissions to be charged
 - f. Insurance coverage provided
 - g. Newspaper and other publicity provided and responsible for, check on the timing for that publicity.
2. Outline the expected expenses for the exhibit including space fee, invitations, refreshments, etc. Based on an average of the number participating, determine the installation fees. NOTE: Our goal is to have the shows break-even, whenever possible, but we are not trying to make a profit on the shows.
3. Exhibit coordinators have complete decision-making for the following:
 - a. Determining installation fee amounts
 - b. Granting scholarships for installation fees.
4. Communicate with your committee members (either by phone or committee meeting) to determine whether the show is to have a theme and title. Share your suggestions with the Exhibition Committee and the membership-at-large, which have the final say on theme and title (normally, the suggestions of the Exhibit Coordinators are followed).
5. Ensure that Rainbow Artists understand what the gallery/exhibit space expects of our group.
6. Make certain that Rainbow Artists have plenty of time to prepare for the show.
7. Prepare the "Call for Entry" in time to have it included in the newsletter two months before the show. (A well-prepared "Call for Entry" is attached for reference or prefer to other previous Calls for Entry). Include all needed information, such as the following:
 - a. A calendar of events
 - b. Rules and regulations
 - c. Installation fees
 - d. Releases of liability (if applicable)
 - e. And any other pertinent information.
8. Coordinate with the Publicity Committee to place an announcement in the newsletter as early as possible, particularly in the case of theme shows. Newsletter deadlines are the first Tuesday of each month.
9. Prepare the Invitation in time for distribution at the meeting at least one full month before the show. For members who do not regularly attend meetings, it is helpful to prepare an Invitation, which can be reproduced, to insert in the newsletter and/or an e-mail Invitation is also very helpful for those members who have access to e-mail.
10. Request help for the following incidental tasks:
 - a. Purchase cups, napkins, etc. as needed for the reception
 - b. Purchase punch and coffee for the reception
 - c. Remind the membership to bring finger foods
 - d. Type and mount tags to identify the artwork
 - e. Use guest book, if possible, and ask guests how they became aware of exhibit.
11. Remit installation fees (and dues payments) to the Treasurer
12. Remit request(s) for reimbursement of itemized expenses (include all receipts) to the Treasurer.
13. At the first Rainbow Artists general meeting after the show has closed, prepare a report to the membership. Include comments about the space, attendance (and how guests found out about the exhibit), artist participation, collections, expenses and suggestions. A copy of the report can be included in the newsletter (space permitting).
14. Don't try to do everything yourself. Ask for volunteers to help you, and assign tasks.
15. Last, but not least, have fun and feel good about your own creation.