

Arts and Aesthetics Committee
Sponsor Duties, 2009

General description: Sponsors work in teams of 2 (or 3 if one person is learning) to help hang art, announce the reception and exhibit in church publications, attend the reception, help with sales on Sundays, and take down art at the end of the exhibit. The A & A mailbox in the church office is home to the “blue bag” and the purple beret which identifies the wearer as a committee member. The bag contains all the supplies for recording sales, the keys to the display case and sanctuary doors.

	Dates	Tasks	Notes
Show dates	2 months before show: You fill in dates and who artist(s) is/are	Call and introduce yourself & send Artist packet. With artist packet send a cover letter containing the following information: 1. Contract should be returned as soon as possible. (Send 2 copies of Contract) 2. Ask artist for a short biography to hang on wall. 3. Confirm time and date of hanging 4. Confirm reception time and date. Artist is responsible for refreshments for reception. 5. We will need a separate contract for each artist in a group show. 6. Make sure artist knows to bring art identification for the wall/display case. 7. The hanging wire should be tight (art work hangs better and straighter).	
	4 weeks before exhibit	Make sure that you have biographical info from artist(s) for announcements in <i>The Messenger</i> , website, and press release.	
	3 weeks before exhibit	Send to Enid Sorenson (by mail or e-mail: enidls@comcast.net) the brief artist(s) bio for inclusion in the press release.	
	At least one week before show opening	Use the templates in the handbook to: 1. Prepare a short article for <i>The Messenger</i> . E-mail to (publications@uuabq.org) by the deadline. Call office to confirm its receipt. 2. Write short announcement to be placed in the Order of Service and e-mail as above and confirm receipt. 3. Get Blue bag from Office and make sure that you have enough copies of the contract.	
	Day before hanging	Call Don New (884-4327) to remind him of the hanging. If Don is not available, other arrangements will have been made.	

	Day of hanging	<ol style="list-style-type: none"> 1. Meet the artist(s) at the Church, verify inventory and contract(s). One copy of the inventory goes in the blue bag. The other copy and the contact(s) go to the bookkeeper. 2. Hang art and use the mounting putty (white stuff) to place identifying cards on wall next to each piece. 3. Remind artist(s) of the reception and the date when the art must be removed (0830 on next hanging date). 4. Bring 3" X 5" cards for show labels to use if artist does not provide them. 	Tell artist to provide their own identifying information
	Day of reception	<ol style="list-style-type: none"> 1. Invite artist(s) to attend the service to be introduced. 2. Provide "artist" ribbon or name tag to wear to church service and to the reception. 3. Have blue bag with you in case visitors want to make a purchase. 4. If artists want a Mini-Mercado, have old receipt book, a few small bills for change, and a sponsor to handle Mercado sales. 5. Help set up, clean up and lock church afterwards. 6. Return blue bag to the office if it is open, if not then the following day. 7. All cash and checks from sales should be given to the bookkeeper (see receipt book instructions). 	
	Sundays 1030-1100 & 1200-1230	<ol style="list-style-type: none"> 1. Divide up Sundays between the sponsors so that there is always an A&A person available for sales. 2. Get blue bag and the beret out of the A & A box. 3. Only use one receipt book for sales. 4. Make sure that buyer knows to pick up item on take down day. 	
	Art take down	<ol style="list-style-type: none"> 1. Help artist remove pieces 2. Mark off on inventory 3. Have artist sign for each piece 4. Make sure that buyers pick up their pieces. If they are not at the church call them to find out how they want to handle the disposition. OR 5. Store unclaimed pieces in church office or library and notify buyers to come and pick them up. 	