



## VOLUNTEERS Drop-off Procedures

Saturday August 20, 2016

8:00 am to 1:00 pm

St. Paul's Parish Hall (parking lot and entrance on Union St. side)

**Two pages – Please read both pages**

### 8:00 Volunteers Arrive

#### 1. Upon Arrival:

- a. **Receive Assignments:** Each Volunteer receives assignment from Drop-Off Coordinator
- b. **Construct** boxes:
  - i. Construct lids & boxes,
  - ii. Attach alphabetical letters to the front of boxes, and
  - iii. Stack boxes w/ lids behind alpha tables

### 8:30 – 9:30 Volunteer Briefing

### 9:30 – noon Artists' Check-in

1. **Front Door Monitor** insures that arriving artists sign in at greeters' table before entering room.
2. **Greeters** sign in each artist before the artist enters room:
  - a. **Check off name** on master list (master list divided – half for each greeter)
  - b. **Confirm artist's paperwork:** 3 signed Drop-Off forms, labels, artist's statement, bio
  - c. **Give artist directions to:**
    - i. **Prep Tables** if necessary for artist to complete DO form and attach labels **prior to proceeding to**
    - ii. **Photo Intake table** to have photo of work taken, and then to
    - iii. **Check-In Table (alphabetical)**
3. **Floater (including Mailed/Volunteer/Spindleworks Art Processors):**
  - a. For first ½ hour or so, one very experienced floater monitors alpha tables to answer questions and to insure alpha volunteers understand and are following procedures.
  - b. Process Spindleworks, mailed and volunteers' art & otherwise help anywhere needed
4. **ARTWORK CHECK-IN TABLES (Two Person teams, including Pastel table)- See special instructions on page 2.**
5. **Special Frame Table Volunteers**
  - a. For each piece referred by alpha table volunteers
    - i. Fit artwork to standard frame if possible; or,
    - ii. Process order for special frame where required.
  - b. Return artist with work and any framing instructions to alpha table to complete check-in
6. **Others** (photographers, special framers, raffle ticket sellers, cashier)

### Noon – 1:00 pm

Volunteers collect supplies, break down extra boxes, give Drop-Off folders with forms to coordinator and put away tables & chairs. Then take the boxes of artwork to 18 Pleasant for storage. We usually accomplish these tasks in 30 to 40 minutes.

## **ARTWORK CHECK-IN TABLES (Two Person Teams) - SPECIAL INSTRUCTIONS**

### **A. One team member does the paperwork.**

1. **For each and every artist complete all columns on the master list:**
  - **Check** artist has stopped at greeter table;
  - **Check** that all of artist's work has been photographed;
  - **Check** receipt of 3 drop-off forms, all 3 signed by both the artist and the team member
  - **Check** receipt of bio &/or artist's statement (optional & can be mailed to mast@gwi.net)
  - Indicate number of pieces actually received
  - Indicate number of each type of frame artist has chosen (including no frame)
  - For each piece to be framed by us, ask the artist if s/he wants glass. Then Indicate total number of pieces of glass needed for that artist.
2. **Write any special instructions under "Framer's notes" at the bottom of ALL 3 Drop Off Forms**
  - Specify any special framing instructions
  - Indicate if either or both pieces need(s) a spacer and whether artist has provided the spacer(s)
  - Enter any other specific instructions from the artist
  - Make a note if the artist has 2 pieces that are going to be boxed separately (e.g. we will frame one piece and the other is "no-frame" or pastel).
3. **Distribute the paperwork as follows:**
  - Place **one Drop-Off Form, the artist statement and the bio** in a plastic sleeve, and give plastic sleeve to the other team member
  - Place **second Drop-Off Form** in the colored master file folder; and
  - Give **third Drop-Off Form** to the artist as a receipt
4. **Give the artist a packet of 10 postcards (plus additional cards if requested).**

### **B. The other team member handles the art (wearing gloves):**

1. **Receive the artwork, confirming that a label is attached to the back of each piece**
  - **For Pastels** (ALL pastels go to the pastel table):
    - If all the artist's work is pastel, give the plastic sleeve to the artist and direct the artist to the pastel table.
    - If one piece is pastel and the other is not, signal the Super Floater (who will make an extra copy of the Drop Off form). Then check in the non-pastel work. Once that piece is checked in, send the artist to the pastel table with the pastel work and extra Drop Off form.
  - **For pieces to be framed by us, confirm the piece fits** into the standard 10 x 10 frame. In doing so, **FIT ALL 4 FRAME SIDES** around each and every piece to be framed.
    - [If any piece of work does not fit into the standard frame, give ALL 3 Drop Off forms to the artist and direct the artist to the special frame table; then await the artist's return to complete check-in.]
  - **For work already framed by the artist and for "no-frame" pieces:**
    - **Confirm** piece (including the frame if there is one) measures 10"x10" (use template)
    - **Confirm** the edges of the piece are acceptable
    - If any piece of work is questionable in terms of size or acceptability, signal Super-Floater (who will make final determination)
2. **Place the artwork standing up in a box:**
  - If all of the artist's work is to be framed, place the work with the plastic sleeve in a box marked with the initial of the artist's last name. (Place work back to back if artist has two pieces)
  - If none of the artist's work is to be framed (i.e., already framed or not going to be framed at all) place the work with the plastic sleeve in a box marked "no-frame" (back to back if two pieces)
  - If one work is to be framed and the other not, place the work to be framed with the plastic sleeve in the alpha box and the other in the "no-frame" box. (Be sure the notes on the Drop Off form indicate the work is in two separate boxes).
  - Use a foam core spacer to separate each artist's work(s) from the next artist's work(s).
  - If any box ends up with empty space, loosely fill with crumpled paper (to help keep the work upright)