

Dear Regional Show Coordinators:

Enclosed you will find the materials for organizing and reporting on your 2021 Regional Show. Your willingness to coordinate the show is much appreciated by the officers and board of Iowa Artists. Ribbons are also enclosed based upon the number of entries from your prior show. If you find you need more, please contact me early enough to allow for mailing time.

MEMBERSHIP FORMS & DUES: All dues were due to Iowa Artists by Dec. 31, 2020. This year, due to the pandemic, members must have their dues paid one week prior to their show in order to enter. Online payments are available to make this more convenient and can be accessed on the Iowa Artists website. Membership forms can be completed online or completed forms can be emailed to the Membership Chair.

SEND SHOW INFORMATION: Please provide me with the following information on your regional show as soon as you have it:

- Date of show
- Location of show
- Name of judge

ALTERNATIVES: We are strongly urging you to pursue alternatives to the traditional show, due to COVID restrictions and safety guidelines. We are happy to help with hosting a show via Zoom or a digital show. Please reach out to us for assistance.

ENTRY FORMS: Please reach out to your artists and have them complete the entry forms. They can access these on the Iowa Artists website, or you can provide a copy of the entry form that you have in your packet to each artist, or send via email.

AFTER THE SHOW: Please return all show information IMMEDIATELY AFTER OR WITHIN 5 DAYS following your Regional Show so that I can send the proper number of ribbons to the State Show. I will forward the list of your blue-ribbon winners with the ribbons to the State Show Coordinators.

- **EXPENSE REPORTS:** Please send these to the Iowa Artists President.
- **SHOW REPORT FORM:** Please send these to the Iowa Artists Show Chair

I hope these guidelines will help you have a very successful show! Thank you for all you do for Iowa Artists!

Sincerely,

Rabecca Jayne Hennessey
State Chair of Show Coordinators

PACKET INFORMATION

Included in this packet you will find the following:

- **Regional Show Chairperson Responsibilities**
- **Regional Show Chairperson Guidelines**
- **Entry Blanks for Regional Show**
- **Iowa Artists Membership Form**
- **Call for Entries / Media Guidelines**
- **Regional Show Report Form**
- **Regional Show Expense Report Form**
- **Rules and Prospectus for Iowa Artists Regional and State Shows**
- **Contact Information for Board Members for Reporting**

IOWA ARTISTS REGIONAL SHOW CHAIRPERSON and CO-CHAIR
– Responsibilities

- Secure show site – arrange for mounting show and hosting event
- Secure judge, apprise judge of IA Rules for Judges, provide show ribbons
- Submit show information to IA Newsletter Chair by designated time (by Dec. 15th to meet the deadline for the winter newsletter):
 - Region
 - Date and Time of Show
 - Site and Address of Show (or virtual show information)
 - Registration Deadline
 - Name and Address / Email of Chair or Co-Chair accepting Registrations
 - Other info: Parking, Lunch, Directions to site, etc
 - Covid Restrictions if applicable
- Post “Call for Entries” in area media, Facebook, etc.
- Provide membership information to non-members who want to enter the show, since they cannot enter unless they are a member.
- Verify dues have been paid by new members and that the IA members entering the show are paid up current members when registration is received and accepted. (Send fees to IA Treasurer or pay online via IA Artists Website prior to show date)
- Before judging begins at Regional Show, verify that all artwork complies with show rules / prospectus
- Provide a printed program to all show attendees
- Pay the judge’s fee and mileage, site rental if required, and any other show expenses in accordance with allotment designated by IA
- Advise first place winners of date and site of Iowa Artists State Show
- Provide show results and photo(s) to local media following show
- Send show results and photos to IA newsletter editor by designated date for inclusion in the newsletter
- Submit reports as indicated on “Guidelines”

IOWA ARTISTS REGIONAL SHOW CHAIRPERSON AND CO-CHAIR

- Guidelines

REGIONAL CHAIRPERSON

1. The Coordinator oversees the arrangements for the regional show
2. The Coordinator chooses a Co-Chairperson to assist in this job
3. The Chairperson may also need people to:
 - Take Membership and collect dues at the show
 - Check entry blanks for complete information at the show
 - Catalog a list of exhibitors, address, artwork, prices
 - Assign a lunch chairperson if needed
 - Assign a display chairperson if needed

SCHEDULING THE SHOW

Regional Shows are best scheduled in late March or early April. The State Show is held in May each year. Too early, you run the risk of bad weather. Too late, your blue-ribbon winners will not be listed on State Show programs.

EXPENSES

Each Regional Show shall have up to a maximum of \$400 for show expenses. Be conservative. It is not necessary to spend the whole amount if you can avoid it. A \$150 advance will be sent to each chairperson in February. You must submit your show reports and expense reports with the receipts to the president after your show to be reimbursed for the rest of your expenditures (up to \$400).

ACCEPTABLE EXPENDITURES

1. \$100 Judge's Fee plus mileage @ \$.40 per mile.
2. No set amount for the Demonstrator's fee, but rarely over \$25. The judge may do the demo and collect the added fee if you choose to ask him/her and he/she accepts.
3. Print a show program and a list of exhibitors.
4. Rental of display equipment
5. Rental of exhibit hall. Search for and consider use of a free hall and community support. Ideas are church auditoriums, community halls, community colleges (as part of their art program), libraries, art galleries.
6. Miscellaneous supplies (postage, copies, etc)

THE JUDGE

Choose a judge from the list of IA Approved Judges or have a judge of your choice approved by the State Show Coordinator and/or President. The judge may be from inside your area and, in the case of bordering counties, may be from a neighboring state.

Be sure that the judge understands beforehand that he/she is to give a critique of all work and answer questions concerning art work. *Tactfully try to stress that we wish judging to be done on the basis of the quality of work and not necessarily on the overall distribution of ribbons.* This should be handled at the time you contact the judge for his/her services.

(continued Page 2)

Guidelines Page 2

RIBBONS

The judge may choose one piece from each 10 exhibited, or a fraction thereof, for a blue ribbon (60 show entries = 6 blue ribbon awards; 61-69 = 7 blue ribbon awards). Red and white ribbons are awarded the same way. Honorable mentions (yellow ribbons) are at the discretion of the judge. If there are 5 or more pieces of 3-dimensional work entered, they constitute a separate category and are judged on the same basis as 2-dimensional works with ribbons awarded the same way. The State Show Chairperson will have sent you ribbons prior to the show. If you need more, request them right away.

You will also receive a People Choice ribbon. You should provide voting materials to all who view the show to vote for their favorite art work (usually upon check in). Count the votes after the critiques have begun and award the ribbon at the end of the critique period. (This may not apply to online or virtual shows and is up to you to decide).

PUBLICITY

- Send the following information to the IA Newsletter Editor as soon as you have it for inclusion in the Winter Newsletter. (Deadline is before Dec. 15th).
 - Name of Regional Chairperson and Co-Chairperson
 - Address to which entry blanks are to be sent (usually the Chairperson) – having these emailed makes it much easier than relying on mail.
 - Final date for entries (The entry blanks are usually sent in the winter newsletter and can be accessed on the IA Website)
 - Location, time, lunch cost (if known) and any other pertinent information such as the need for easels, etc.
- Three weeks prior to your show, send out news releases. Try for publicity and pictures just before and after the show. The success of the program requires local promotion and varies with regions. Use your own judgement as to how this is best done in your locale.

DATE OF THE SHOW

- It is the responsibility of each exhibitor to have all 2-dimensional works adequately framed, wired and ready to hang, or to bring a table easel for display.
- Three-dimensional works should be displayed by the show committee in a protected area.
- Have all entries well lit and displayed to the best advantage
- All entries should be identified on the back with labels from the entry blanks received in the newsletter or via the website by each member.
- All entries must be ORIGINAL work. The show committee has the right to refuse any entry that is:
 - a. More than two years old
 - b. Any entry that has been entered in a previous IA show
 - c. Any entry that is made from a kit
 - d. Any entry copied from another's work or created in a class room environment
- Make sure someone is on duty at all times for security.

(continued Page 3)

Guidelines Page 3

- Do not let work be removed from the show before the stated time. Shows are not to be shut down early
- Make sure photos are taken with the ribbon winners and their entries
- Conduct a short business meeting (Note: If the show is open to the public, try to arrange so that the meetings and demonstrations do not prevent people from viewing the show).
 - a. At the meeting, determine who will be the next regional coordinator and chairperson.
This is very important. It is understood that if you do not get these positions filled, you will function in that capacity again the following year. If you choose to step down, please fulfill your position.
 - b. If possible, decide where next year's show will be held.
 - c. At the business meeting, please remind all blue-ribbon winners of the importance of attending the State Show. Suggest that if they are unable to attend, they arrange with someone who is going to take their entry for them.

SUGGESTED SCHEDULE FOR REGIONAL SHOW

9 AM – 10 AM	Registration, set up exhibits, coffee and refreshments
10 AM – Noon	Demonstration and business meeting. Give judge private access to exhibits for judging.
Noon – 1 PM	Doors closed for ribbon placing by judge. Lunch for artists at local restaurant or other arrangements.
1 PM – 3 PM	Awards and Critique by Judge
3 PM	Photographs of ribbon winner groups and removal of artwork

IMMEDIATELY FOLLOWING THE SHOW

- Send to the President: (see cover letter for address)
 - a. Two Expense Reports and receipts for expenditure (President will approve and forward to Treasurer for payment)
 - b. One copy of Regional Show Report
- Send to the State Show Chairperson (see cover letter for address)
 - a. One copy of the Regional Show Report
 - b. Name of next year's Regional Show Chairperson (as agreed during your show meeting)
 - c. Any unused ribbons from your show
- Send to the Newsletter Editor (see cover letter for address)
 - a. Photos and publicity pertaining to the show
- Send to the Membership Chair (see cover letter for address)
 - a. Membership forms for people who paid at the show
 - b. Payments of dues received at the show
- If you have suggestions for improving regional shows, send them to the President for consideration by the executive board.
- Please put your regional number on all correspondence
- Please date all your correspondence with month/date/year.
- Please use sufficient postage on all letters mailed. If it feels heavy, have it weighed at the post office

Thank you for a job well done!

ENTRY BLANKS FOR REGIONAL SHOWS 2021

It is requested that entries to regional shows be made prior to the show day in accordance with the date specified for your region. If you are not currently a member of Iowa Artists, the registration form must be accompanied by \$25 for membership dues. Pre-show registered artwork will be listed in the show program and will have priority for available display space. Regional shows are the jurying method for the State Show. All blue-ribbon artwork is qualified for and expected at the State Show.

Fill out completely, sign and remit this registration form to the person specified for your region:

Name of Artist _____ County _____ Region ____
Address _____
Phone _____ Email _____

Entries:

1)	Title _____	Medium _____	Size _____	Price _____
2)	Title _____	Medium _____	Size _____	Price _____
3)	Title _____	Medium _____	Size _____	Price _____

I have read the conditions of entry in the Rules/Prospectus for Iowa Artist Regional & State Shows. I certify that I am an adult artist and that my entries are original, of my own design, and not copied from any other work or completed in a class room setting.

Signature of Artist _____ Date _____

(Note: You may enter only in the region where you live, but you may attend any regional show. Exhibit committee and gallery will treat artwork with care, but will not be responsible for damage or loss. Nor will they be responsible for any items not picked up at the end of the show.)

Please complete one tag for each artwork entry, cut and attach to the back of your entry:

IOWA ARTISTS REGIONAL SHOW 2021

Artist _____
Address _____
Phone _____
Email _____
Title _____
Medium / Category _____ Price _____

=====

IOWA ARTISTS REGIONAL SHOW 2021

Artist _____
Address _____
Phone _____
Email _____
Title _____
Medium / Category _____ Price _____

IOWA ARTISTS REGIONAL SHOW 2021

Artist _____
Address _____
Phone _____
Email _____
Title _____
Medium / Category _____ Price _____

=====

IOWA ARTISTS REGIONAL SHOW 2021

Artist _____
Address _____
Phone _____
Email _____
Title _____
Medium / Category _____ Price _____

IOWA ARTISTS MEMBERSHIP FORM

Membership / Renewal Fee \$25
Due Date: December 31 each year

(Please Print Clearly)

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code _____

Phone: _____ Cell Phone: _____

Email: _____

Website: _____

New Member: Y/N _____ Renewal Member Y/N _____ Region Number _____

Change of Address Y/N _____

Mail check to the current Membership Chairperson payable to Iowa Artists

**Or Complete this form at the Iowa Artists Website: iowaartists.us and pay with Paypal

IOWA ARTISTS REGIONAL SHOW REPORT FORM

**IMMEDIATELY AFTER YOUR SHOW, PLEASE SEND ONE COPY TO PRESIDENT
AND ONE COPY TO THE STATE SHOW CHAIR**

REGION _____ SHOW DATE _____ SHOW SITE _____
REGIONAL CHAIRPERSON _____
REGIONAL CO-CHAIRPERSON _____
NUMBER OF ARTISTS SUBMITTING WORKS _____
TOTAL PIECES SUBMITTED FOR JUDGING _____

BLUE RIBBON WINNERS

ARTIST	TITLE	MEDIUM	SIZE
--------	-------	--------	------

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

NAME OF THIS YEAR'S JUDGE _____
ADDRESS _____
PHONE _____ EMAIL _____

*REGIONAL SHOW CHAIR FOR NEXT YEAR _____
ADDRESS _____
PHONE _____ EMAIL _____

*REGIONAL SHOW CO-CHAIR FOR NEXT YEAR _____
ADDRESS _____
PHONE _____ EMAIL _____

****Important: It is understood that if you do NOT obtain a Chair or Co-Chair for next year, you will continue your role for next year.***

IOWA ARTISTS EXPENSE REPORT

➤ *SEND ORIGINAL AND 1 DUPLICATE TO IOWA ARTIST PRESIDENT*

Region _____ Date of Show _____
Show Venue and Address: _____
Show Chairperson _____ Show Co-Chair _____

Judge Name and Address: _____
Mileage _____
Payment to Judge \$ _____

Demonstrator Name and Address: _____
Payment to Demonstrator \$ _____

Program Cost \$ _____
Rental Equipment Cost \$ _____
Venue Rental Cost \$ _____
Media / Publicity Cost \$ _____
Postage Cost \$ _____
Other Cost \$ _____

Explain "Other Cost" _____

Total Expenses \$ _____
Less Advance \$ - 150.00
Final Total \$ _____

NOTES TO IOWA ARTISTS PRESIDENT / TREASURER:

Send Show Expense Reimbursement to:

Name _____
Mailing Address _____
City / State / Zip Code _____

RULES AND PROSPECTUS FOR REGIONAL AND STATE SHOWS

Eligibility

Current members of Iowa Artists who are age 18 or older qualify for a maximum of 3 entries each. Official entry forms need to be signed and submitted by the artist.

Acceptable Work

All work must be original in concept and created by the artist. Reference photos must be of the artist's own taking or used by permission of the originator. No copyrighted material may be used as reference.

Artwork must have been done within the last two years and not previously shown in Iowa Artists Regional or State Shows. Maximum dimensions (including frame or display apparatus) are 4' x 4' in either direction.

Unacceptable Work

Photos, computer-generated art, computer art slides, videos or motion pictures are not accepted.

Mediums

2-dimensional:

- Oil or water-based paints or any combination of these on flat surface, framed and wired ready to hang. (Watercolor on paper must include a mat.)
 - Pencil, charcoal, pastel, ink or any combination of these done on flat surface, matted, framed and wired ready to hang.
 - Diptych or triptych must have frames joined together in some fashion, wired and ready to hang and may not exceed 4' by 4' in entirety.
 - Collage must be framed and wired ready to hang
 - Artwork on wrap-round mounts with finished sides can be unframed and wired ready to hang.

3-dimensional:

A category of combined 3-dimensional entries will be considered for awards if the number or combined entries totals 5 or more pieces. One set of ribbons may be awarded for every 10 pieces or fraction thereof.

- Jewelry – overall concept and major embellishment must be of the artist's own creation, of normal size, handmade from an original idea.
- Fiber & Textile – baskets, mats, weaving, rugs, hangings, quilts and printed textiles employing an original design and imagination.
- Ceramic – pottery, figures and objects produced on a potter's wheel or molded by hand, fired and glazed.
- Sculpture – wood, stone, metal, paper-mâché, mixed material, of normal size, handmade from original ideas.
- Glass – blown or stained glass of original design.

Submitted Work

All entrants are responsible for delivery and pick-up of their own work. If shipped, work must be suitably ready to hang or display. Works will be treated with all possible care in handling and storing, however, the exhibit committees and Iowa Artists cannot be responsible for loss or damage.

Entrants may not remove work before the show is over without permission from the show chairman. Photos of the ribbon groups are taken at the end of the critique period. Written permission is required when transporting artwork that is the property of another artist.

Judging

Regional Show:

The judge will select one piece from each 10 exhibited in the regional show for a first, second and third place ribbon. The judge will also select a number of honorable mention awards at his/her discretion. Only artwork awarded a first-place blue ribbon at the regional level shall advance to the state show.

In the event that a piece of artwork has received a first-place ribbon and is later found to be unqualified for an Iowa Artists show, that piece may advance to the state show but will not be considered for an award.

State Show:

The judge will select the 3 highest awards in the following order: one piece of artwork to receive the Best of Show, one for the Richard Heggen Award, and one for the Doris Frandsen Award.

The judge will select one piece from each 10 exhibited and award a first, second and third place ribbon. Honorable mentions will be awarded at the judge's discretion. All first-place winners will receive a monetary award in addition to the ribbon.

If included at regional and/or state show, a Peoples' Choice ribbon may be awarded according to popular vote of show attendees.

The judge at both regional and state shows will give a critique of artwork receiving awards and be available to answer entrants' questions concerning their entries.

IOWA ARTISTS CONTACT INFORMATION - 2021

PRESIDENT

Kathy Strohl

Email: doubleindemnity@earthlink.net

TREASURER

Delayne Segar

Email: segar@mchsi.com

MEMBERSHIP

Deanna Skokan

Email: fineart@deannaskokan.com

NEWSLETTER

Jane Shank

Email: shank.jane3@gmail.com

SHOW CHAIR

Rabecca Jayne Hennessey

Email: fineart@rabeccajaynehennessey.com
