

Community Showcase Roadmap

Last updated October 24, 2024

LOAD PROFILE, by MONTH before the Fair:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Mar | Apr | May | June | July | Aug | Sep |
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|  |  |  |  |  |  |  |

LOAD PROFILE, by DAY the week BEFORE the Fair:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Tue | Wed | Thu | Fri | Sat | Sun | Mon |
|  |  |  |  |  |  |  |
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LOAD PROFILE, by DAY the week OF the Fair:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Tue | Wed | Thu | Fri | Fair Sat | Fair Sun | Mon |
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# Overview

This document provides an overview of the MB Hometown Fair Community Showcase resources and typical schedule of tasks, including support for the art exhibition and amateur stage, as well as coordination with senior groups who share the Joslyn Center on fair weekend.

# Position Description

The Community Showcase Directory coordinates the events of the Community Showcase, all of which occur inside the Joslyn Center. These include:

* Amateur Art Exhibit
	+ An exhibition of amateur art, awarded ribbons based on a panel of judges
	+ Across a variety of media (2D, 3D, fiber arts, and photography) and age ranges
* Amateur Performance Showcase
	+ An exhibition of amateur performances
	+ Includes music, dance, and poetry

Both entries are solicited from ***amateurs*** who are also ***residents of the South Bay***, defined informally:

* Amateurs are those who do not regularly receive pay for their art/performance.
	+ Artists with a commercial presence (website, art-based email address, booth sales, etc.) are referred to apply for an Arts & Crafts Booth.
	+ Music performers with a commercial presence (website, art-based email address, demos posted online, etc.) are referred to our Dietz and/or Main Stage directors.
	+ Artists and performers without a commercial presence who occasionally recover nominal costs are not excluded (e.g., selling a painting occasionally for $50).
* South Bay residents include the beach cities (MB, HB, RB), El Segundo, and those nearby
	+ [https://en.wikipedia.org/wiki/South\_Bay\_(Los\_Angeles\_County)](https://en.wikipedia.org/wiki/South_Bay_%28Los_Angeles_County%29) is a rough guide
	+ This includes all members of groups with significant South Bay participation

Performances coordinated by commercial instructors are permitted, as long as the performers fit the above criteria. During the performance, instructors may self-announce, but are expected to avoid direct solicitation. Neither artists nor performers are permitted to directly solicit during the fair. Art must not include a posted price and transactions are not permitted while the art is on display.

The Community Showcase prepares and displays the volunteer board roster, highlighting those with at least 5 years of service.

Two other events also typically occur in the Joslyn Auditorium during the fair, neither of which is organized by or coordinated through the Community Showcase director:

* A display of MB Fair history
	+ Coordinated by the Information Director, typically in the left rear of the auditorium.
* MB Senior Club fundraising, an independent non-profit that shares space in the Joslyn Center
	+ Typically selling donuts, coffee, and tea for fundraising in the left rear of the auditorium, through a window that opens into the kitchen
	+ They also run bingo during the fair weekend, to which the MB Fair contributes directly, providing prizes in recognition of our use of a space that is typically for their use

# Material resources

* Infrastructure (rent)
	+ Rooms
		- Art storage Thur, Auditorium Fri-Mon, green room Sat-Sun (in city contract)
	+ Art display boards
		- Until 2023, eight large (4’ high x 8’ wide) pegboards were maintained and stored by the city. As of 2024, they are in storage. Including mounts for art and decorations.
	+ Audio equipment
		- Mixer board, speakers, mics/stands, instrument inputs supplied by A/V crew
* Awards (purchase, Hodges Badge Co, breakpoint @50 total)
	+ First place (blue), Second place (red), Third place (white), Honorable mention (green)
	+ Order 14 of each of the colors for 9 categories of
		- 2D art: Child (<11), Young teen (11-14), Teen (15-19), Adult (20-64), Senior (65+)
		- 3D art: all ages
		- Photography: K-12, adult
		- Fiber arts: all ages
* Decorations
	+ Center decoration (reuse)
		- Hanging banner outside the Joslyn Center
	+ Stage decorations (reuse 2 yrs)
		- Since 2023, we use “balloon” letters, i.e., MB50 (for our 50th) and MBHF. The inside of these letters is “filled” with LED lights. Reused and currently in storage.
	+ Art display board decorations (purchase)
		- Prior to 2023, balloons, replaced with marine-friendly biodegradable or multi-year reuse, e.g., paper lanterns and fans taped to a dowel. We use 18 each, i.e., 2 each for 8 display boards and extras for posters.
	+ Table cloths – 8’ round
		- Previously rented 8 covers: 2 fiber arts, 2 3D art, 2 donut rounds, 1 mug table, 1 stage table.
		- Currently have 4 round and 8 rectangles, in storage.
* Display (print)
	+ 24x30 foam core
		- Showcase welcome placard
			* Used just outside auditorium to welcome attendees inside
		- Board membership roster
			* Past and current members serving at least 5 years.
		- Performance schedule
			* Announce the schedule, for entrance easel during the fair.
		- Performer loading/unloading signs
			* To reserve 2 parking spaces for performer use
	+ 18x24 foam core
		- Meet the artist poster
			* Announce the session, for entrance easel during the fair.
		- Participative art poster
			* Indicate the art for kids
	+ Light card stock letter sized
		- Art category placards
			* One for each board for each art category, i.e., topic/age.
		- Art drop-off, green room signs
			* To guide artists entering the Joslyn Center to the art dropoff room on Thur. and mark the green room for performers
		- Name tags (3x4” approx., tiled)
			* Cut and displayed as a label with each art entry. The final list is printed on Thursday evening, in advance of display on Friday.

# Electronic resources

The following is a list of the electronic resources used in support of the Community Showcase.

|  |  |  |
| --- | --- | --- |
| Resource | Site | Content |
| Office 365 | www.office.com | email, documents, past photos and videos |
| Constant Contact | constantcontact.com | Bulk e-mail lists |
| Web | mbfair.org/wp-admin | Web content, links to forms |
| Jotform | jotform.com | Entry forms, list of entrants |

NB: Jotform login requires use of office365 jotform@mbfair.org login to get two-factor code

# People resources

* Participants
	+ Performers, who arrive about 1 hour before and stay 1 hour after their window
	+ Artists, who dropoff art on Thur and pickup Sun eve or Mon, and also may attend
	+ Judges, who do their evaluations on Fri afternoon
	+ A/V staff, who setup on Fri, “emcee” Sat and Sun, and teardown on Sun eve
	+ Volunteers and Joslyn Center staff, who assist with decorations on Fri AM
* Referrals
	+ Schools, who are asked to submit art and consider referring performers
	+ Music and dance instructors are asked to coordinate multiple groups, to fill a slot
	+ Joslyn Center staff, who help promote art submissions in their publications
	+ MB Senior Club, who help promote art submissions in their publications

## Judging

The Art Exhibition relies on at least three judges to determine ribbon awards.

Judging occurs 3-5pm on the Friday before the fair, just after the art is displayed and labeled.

Judges are solicited from the city (art council), schools (teachers), and other available locals.

Judging can occur as a group, but in 2024 shifted to independent evaluation with an IRV tally. This method allows participation at their convenience, rather than requiring a lock-step walk-through.

Each category awards first, second, and third place, and optionally honorable mention. Judges may award ties for first or second place, elevating at most one entry up one place (i.e., 2 first and a third, or first with two seconds and no third). Each category may award one or (exceptionally) two honorable mentions, but may also abstain. When IRV is used, ties are not generally expected and honorable mention is determined by separate nomination.

## Bingo

The Community Showcase director typically requests and presents the MB Fair contribution ($200 in $5 bills) to the MB Senior Club bingo; this typically occurs Friday afternoon before the fair.

# Senior donut sale

The MB Senior Club has sold donuts, pastries, coffee, and tea since nearly the origins of the Fair.

In 2024, an arrangement was developed to resolve any ambiguity about their selling such items during the fair inside the Joslyn Center:

* The Senior Club would apply as a Fair food vendor
* The Fair would waive the food vendor application fee
* The Senior Club would participate inside the Joslyn Center kitchen, via a service window that connects to the Joslyn Center auditorium, rather than on the baseball fields with other food vendors

It is always useful to remind everyone about this arrangement every year, including:

* The MB Senior Club president (currently Jean Steinmetz)
* The Joslyn Center coordinator (currently Mary McCabe)
* MB Parks and Rec (??)
* The MB Fair Executive Committee

# Annual Schedule – before Fair weekend

* March
	+ Contact local school art teachers
	+ Decide annual new event and prepare description
	+ Adjust paper and online (Jotform) entry forms and description, updating photos, dates (registration, dropoff, pickup, and fair), and activate forms
	+ Adjust web pages, removing last year’s schedule, revising due dates, updating photos
* April/May
	+ Update budget
	+ Request volunteers (1 for dropoff Thur, 2 for decoration Fri, 1 for pickup Sun PM)
	+ Announce special art contest (if any)
	+ Use Constant Contact to email to all past participants and registrants as a reminder
* June/July
	+ Print and distribute paper notices to Joslyn, Cultural Art center, library, city hall
	+ Get in Older Adults Program newsletter – via Kari Bell (kbell@manhattanbeach.gov)
	+ Coordinate city contract with Treasurer (art Thu, main Fri-Mon, green Sat/Sun)
		- Sunset – Thurs all day for art drop-off
		- Auditorium – Thurs afternoon through Monday
			* Thur – for pegboard assembly and touch-up
			* Fri – for setup and art judging
			* Sat/Sun – for Fair
			* Mon – for art pickup and teardown
		- Piano – schedule as needed rolled in from green room (baby grand)
* August
	+ Order art board and room decorations
	+ Invite 3 art judges; make sure those accepting are on the BBQ invite list
	+ Order ribbons (by mid-Aug)
	+ Create initial schedule and inform/post online and with Publicity
	+ Confirm BBQ invites:
		- Judges
		- Joslyn staff - Kari Bell / Joslyn Senior Rec Supervisor, Mary McCabe
		- MB Senior Club president (donuts), Bingo coordinator (?)
	+ Provide text for parade coordinator (no changing facilities in Joslyn):
		- Please note that there are no changing facilities available at the fair. In particular, all rooms in the Joslyn Center are hosting scheduled activities. If your performers need to change out of their uniforms, e.g., to remain at the fair immediately after the parade, please seek arrangements outside of fair grounds.
* September
	+ Mid-Sept
		- Print volunteer board, meet the artists, and showcase placard posters
		- Print parking spot reservations
		- Print banner (if applicable)
		- Request stage diagram and A/V inputs from performers, coordinate with A/V
		- Send info on participating: performers, artists
	+ Week before the fair
		- Request bingo cash from Treasurer ($200 in 5’s)
		- E-mail parking passes to performers, MB Senior Club, Bingo, judges
		- Print final performance schedule
		- >> retrieve from storage
			* Boxes and easels
		- Assemble stage decorations
	+ Review plans and schedule, including room use, with Joslyn staff

# Fair Event Schedule Overview

* Wednesday (prep)
	+ Print check-in sheet
	+ Provide painter’s tape, marker for indexing entries
* Thursday (art dropoff)
	+ Post drop-off signs at Joslyn
	+ 1-2 volunteers to check-in and index entries (put tape on back with index number)
	+ (eve) print art tags and cut
	+ >> retrieve from storage
		- fiber art racks (2)
		- pegboards
	+ Paint touch-up for pegboards
* Friday
	+ (am) 7:30-8:30 board breakfast at the Kettle
	+ >> (am) photograph venue (for insurance purposes)
	+ Direct city to display showcase banner on Joslyn bulding
	+ Collect volunteer tee-shirt coupons from Secretary or Treasurer
	+ Organize art display boards
	+ Decorate art display boards
	+ Put out signs to reserve parking spots
	+ Put out table covers
	+ Decorate stage
	+ Display posters
	+ (3-5pm) host art judging
	+ PM BBQ – check in with judges and known invitees (above)
* Saturday
	+ NOTE: NO parking lot access 6:45am-9am (10k run)
	+ (am) announce ribbon winners on website and to Publicity
	+ (am) draft press release and submit for consideration
	+ (am) provide bingo funds to MB Senior Club
	+ (am) Lectern is borrowed by parade for kickoff
	+ (6:30-8:30) attend end-of-day tag-up; report on notable issues only
	+ Host “meet the artists” session
* Saturday and Sunday
	+ Welcome performers, artists
	+ Coordinate green-room sharing
	+ Coordinate performer transition
	+ Adjust seating as needed
* Sunday
	+ PM help traffic for arts & crafts vendor departure
	+ PM Tear down decorations
	+ PM Pack up reusables
	+ PM support art pickup
	+ >> pack items to return to storage
* Monday
	+ Support art pickup
	+ Complete cleanup
	+ >> return to storage
		- Boxes and easels
		- Fiber art racks
		- Pegboards
	+ >> photograph venue (for insurance purposes)

# Lessons learned from 2022-2024

**What works:**

* Paper decorations
* Assembling stage decorations in advance
* Fewer art / age groupings
* Direct solicitation of performers
* Use email to request print orders all at once
* THIS DOCUMENT, especially per-day scripts
* Post-event publicity with list of awardees
* Reorganize storage and unpack sooner (with everyone)
* Coordinate space with Joslyn staff, not just city
* Coordinate piano tuner with Joslyn staff
* MB Seniors using POC in MB Exec for coordination (NOT via Showcase director)

**Focus areas for next year:**

* Art outreach, esp. in person letters to school, in person invites at Manhappenings sessions

**Specific notes:**

* Storage
	+ 2022 - Repacking old mugs into “reserve” boxes (that remain in storage)
	+ 2022- repacking display mugs to a partitioned box (makes packing/unpacking easy/fast)
	+ 2022 - Fixing wood display racks to “lock” via nails as “pins”
	+ 2023 – wrap wood display racks with cross-dowels as a unit (with painter’s tape)
	+ 2023 – pack and reuse stage letters
	+ 2024 – reuse stage letters and lights, but discard letters for 2025 refresh
* Decoration / display
	+ Coordination with Joslyn Center staff, esp. Mary
	+ Coordination with MB Seniors, esp. Jean
	+ Stage decoration (esp. lighted)
	+ 2022 - Entrance banner
	+ 2022 - Change from balloons to “seaside friendly” paper lanterns, etc.
	+ 2022 - Use of tee-shirt racks for fiber art display
	+ 2022 - Limiting historic display to mugs only (no books, photos, tees)
	+ 2023 – replace mug display with photographs coordinated by Info Booth chair
	+ 2024 – restore mug display, use pennant banners
* Performances
	+ Coordination with A/V, esp. Patrick
	+ Advance coordination of stage setup, esp. non-dance (easier transitions)
	+ Scheduling complex/large stage setups at beginning of blocks
	+ > surprise hits to encourage return and promote:
		- 2022 Hawaiian group, Poetry reading (even without piano accompaniment)
		- 2023 Mariachi, Roth Trio
		- 2024 Dietz Brothers groups
* Art
	+ Preparing draft press release post-event with full list of awardees
	+ > picked up nearly verbatim and augmented by “thembnews.com”
	+ New ribbon vendor (cuts costs 50%)
	+ STEM-themed school art contest (worked in 2022, not 2023 – drop)
	+ Grouping 3D and fiber but judging relative to age
	+ > consider new group for video
	+ > remove science demos and show (focus on STEAM – art-based STEM)
	+ Art judging independently and tabulated later

Specific things to improve upon:

* Storage
	+ Access before others start removing items
	+ Late unpacking (2 weeks before event)
	+ Taking everything showcase-related out of storage
	+ Vetted and reduced 8/2023
	+ Vetted and moved to shelf space 8/2024
* Art
	+ 30 different art categories (esp. given ~100 entries) are too many; reduce 5/2023
	+ Ribbons with hooks (hard to hang); use strings 8/2023
	+ Get the word out earlier, esp. In other media (newsletters, newspapers, etc.)
	+ Go in person to Manhappenings
	+ Go in person to drop off paper note for school teachers
* Performances
	+ Booking large groups back-to-back (lack of green room space) – space out
	+ Lectern shared use with parade/kickoff – include in plan 8/2023 (not needed 2024)
	+ Science show (2022) – poorly attended; doesn’t match fair mood
	+ Lack of lunchtime break (room is empty anyway); include in schedule 8/2023
	+ Go in person to drop off paper note for school teachers
* Other
	+ Main room schedule (get after Thur noon, boards painted Thur afternoon, pickup Mon)
	+ > Review schedule in advance with Joslyn staff, in addition to city staff
	+ Senior donut/coffee promotion
	+ > Encourage seniors to get food vendor license (with food board director?)
		- Vetted 5/2023 - no need (Joslyn has its own license)
		- Failed 10/2023 – entire exec & food reopened issue during the fair
		- 2024 – Exec as liason only. No further direct coordination by Showcase director.
		- For 2025 – encourage listing all POSSIBLE vending items (not just coffee/pastry)
	+ Variations in messaging backgrounds (posters, banners)
	+ > Coordinate templates, backgrounds, and fonts in advance (create a style guide?)
	+ Variations in emails used for communication
	+ > Use mbfair.org mails for all fair business
	+ Update publicized fair start year
	+ > it was 1973, not 1972 – 2022 was our 50th event, but not 50 yrs since our first event
* Items to update
* On web site and reminders/entry forms: remind entrants that categories may be grouped for judging, but all entries are judged relative to the age of the entrant and type of art
* On volunteer roster, change to: Jan –ice, and add 1978-1980

# Appendix A: Art check-in instructions for THURSDAY

Please do the following; please call if you have any questions.

## Post the art drop-off signs

* The UP sign goes on the fixed glass at the front of the Joslyn entrance, towards the center
* The RIGHT sign goes near the soda machine, just to the right of the auditorium doors
* The LEFT sign goes at the end of the hall to the right, to direct artists to the Sunset room (so-called because it’s on the west side of that hallway)

## Check-in the art

* Make sure each entry is DISPLAY READY
	+ Hanging art MUST have a secure wire, string, or hook/loop on the back
	+ DO NOT accept entries where that wire/string/loop is attached with just tape; tape will not hold and the art will fall, which could injure someone
* Make sure each piece is REGISTERED
	+ Have the artist sign by their name in the table
	+ Entries marked in YELLOW have not been accepted for exhibit
	(the artist can contact me for more info; I already emailed them with details)
	+ Have the artist check their name, the category/age, and the title of their piece and make corrections if needed
	+ If the entry is for a school-aged child, please ask if they go to a MB public school, and if so which one; add that information to the table (we’ve been asked to count these for the school)
* Put blue painter’s tape on the back/bottom of the art with the ROW NUMBER clearly marked; underline the number (so we know 6 vs 9)
* Place the art on the tables or, where necessary (e.g., for dress forms) on the floor. Please do NOT put art on top of other art unless it is clearly safe to do so (e.g., some fiber arts).

## Help keep the area ready for incoming art

* All table surfaces and free floor space should be reserved for art only and walking around
* Anyone else who needs to “store” something for the fair MUST place their items UNDER the tables ONLY (not on the floor, not blocking a path, not on a table)

## At the end of the day

* Take down the art drop-off direction signs (be careful; we will reuse them)
* Make sure all art is safe (not likely to tip over, fall, etc.)
* Make sure to close and lock the door to the Sunset room

## Frequently asked questions:

* Where do artists park when they drop-off or pick-up?
	+ At Joslyn, along Valley Drive, or anywhere they can
	+ there are no special parking arrangements for drop-off or pick-up days
* Can artists drop off art any day other than Thursday?
	+ We regret that we cannot accept art any other days, including (and especially) during setup or during the fair
* When can artists pick up their art?
	+ After the fair closes on Sunday (if they’re already at the fair)
	+ Or, preferably, Monday 10a-7pm
* When are ribbons awarded?
	+ Ribbons will be awarded and on display by the opening of the fair on Saturday
* My art lights up when plugged in; can we plug it in for them?
	+ We regret that we are not able to provide power to any art display

# Appendix B: Setup instructions for FRIDAY

## Before you start

* Take photos of the entire venue for liability purposes

## Stage

* Setup a table at the rear of the stage
	+ Cover the table with a linen
	+ Arrange for power cords to the table
	+ Place MBHF letters on the table and plug in
* Arrange curtains to hide backstage and wings
* Review controls for lighting (stage left, behind the wall just behind the A/V)

## Fiber arts

* Setup the pole stands on the non-window side wall of the auditorium
	+ Each stand has three poles, each pole is held in place by a nail on each end (in the pre-drilled slot)
	+ The poles and stands are MATCHED and must be used as marked
* Setup 1-3 tables in front of the pole stands
	+ Cover the tables with linens

## 3D art

* Setup 1-2 tables on the window side of the auditorium
	+ Cover the tables with linens

## 2D and Photography art

* Arrange the pegboards along the sides of the auditorium
	+ Angle the pegboards so each side’s group faces its side of the stage
	+ Pegboards should be spaced 4-5’ apart
* Decorate the pegboards
	+ On each upper right corner, put TWO metal “tool holders”
		- Each tool holder has two circular loops (designed to hold a screwdriver)
		- The top one should be highest on the corner
		- The bottom one should be around 8” lower
		- NOTE: on some of the holders, the bottom loop is taped over –
		this is intentional and they should be used as the bottom holder
	+ Assemble the dowels
		- Tape or otherwise secure paper lantern(s) to each dowel
		- Place the dowel into the two tool holders on each upper right corner of each pegboard
			* If done correctly, the three loops hold the dowel straight and the bottom loop holds the dowel up
		- The two extra decorated dowels should be taped securely to the easels
	+ Add any other decorations as needed

## Historical supplement

* Place 1-2 tables at the rear of the auditorium, on the side with the rolling metal shade that opens for the MB Senior Club’s pastry sale
	+ Cover the tables with linens
* Arrange the mug stands
	+ These are the gold-colored “boxes” that look like woven reed
	+ Place them open-side down as useful
* Arrange the mugs
	+ Typically, in chronological order

## Place the signage

* Place 2D and photography art category signs on the pegboards
* Fold and place the 3D and fiber arts signs on the corresponding tables
* Fold and place the mug display signs on the mug tables
* Setup three easels
	+ One just outside the auditorium doors, for the welcome sign
	+ One to the rear, facing the back doors, on the center aisle edge of the non-window side chairs (stage right), for the performer schedule (and, on Saturday afternoon, meet the artists sign)
	+ One to the rear, facing the back doors, on the center aisle edge of the window side chairs (stage left), for the list of past board members

## Art judging

* From 3pm-6pm, host the art judging
* Take a photo of the judges with whatever art piece they select
* Tabulate the results and place award ribbons
* Record results and revise the annual press release as needed

# Appendix D: Support instructions DURING THE FAIR

## Saturday AM

* Note there is NO lot access 6:45am-9am (during 10K run)
* Get funds from Treasurer and provide to MB Senior Club
* Lectern may be borrowed by parade for kickoff

## Art

* Announce ribbon winners
	+ Update website
	+ Tell Publicity chair
	+ Email press release
* Sat 4pm
	+ Put up the “Meet the Artists” poster
	+ Host the “Meet the Artists” session

## Performances

* Note any exceptional staging to A/V
* Arrival / departure
	+ Welcome performers when each arrives
	+ Thank performers when each departs
	+ Monitor performer drop-off and pick-up parking spot availability
* During performances
	+ Coordinate green room sharing
	+ Coordinate stage resets between performers
	+ Adjust chairs as needed
		- Remove first 2-3 rows for dance performers using the main floor
		- Restore afterwards

# Appendix C: Teardown instructions for SUNDAY NIGHT

## Take down art

* Place art on available tables after linens are collected
	+ Include the label with each art piece, and ribbon (if applicable)

## Toss

* Lanterns, pennants, and per-year posters (schedule, volunteer list)

## Pack up and place in your personal vehicle for storage

* In their own boxes
	+ Stage letters and lights (reuse if possible)
	+ Mugs in their own, partitioned box
	+ Mug stands and more recent mugs in the stands box
	+ Table linens all the plastic container
* In the short “main” box
	+ Keep 2 extra ribbons from each category
	+ Reusable signage
	+ Metal tool holders (for the dowels)
	+ Metal hangers
* Easels
* Dowels (tape up as a group)
* Reusable posters
* Paper cutter (in box)

## Pack up for U-Haul transit to storage – note this may occur Mon AM

* Disassemble pegboards – LOAD LAST onto FIRST TRIP to storage
	+ Pegboard should lay flat until rolled onto the truck
	+ Side stands should lay flat and be carried onto the truck
* Fiber art stands
	+ Tape each group of stands and matching poles together
	+ Nails go in main storage box

## After teardown is complete

* Take photos of the entire venue for liability purposes

# Appendix D: Art pickup instructions for SUNDAY NIGHT and MONDAY

* Art is picked up by artists between 10am and 7pm
	+ Art is retrieved on the honor system
	+ We do not “sign out” or request identification
* Art does NOT need to be watched during the entire day, but someone needs to be there at closing time to handle items not picked up
* Art that is not picked up by 7pm is held for later pickup
	+ Left art should be either brought home or left with Joslyn staff in their office (if they offer)
	+ Contact the artist by email and phone for pickup
* Make sure the venue is clean and straightened up before leaving

# Appendix E: Storage packing instructions for MONDAY AM

* Pegboards go on the back left side of storage, long side up, flat against the left wall
	+ Pegboard stands go in the same place in whatever orientation works (against left wall or back wall)
* Fiber art stands go in the same are after pegboards and pegboard stands are stored
* Boxes go on the Community Showcase shelves
	+ Make sure to keep an area on the upper shelf for posters, stored FACING DOWN
* Place dowels on the shelf if possible