

“Spring into Art”

Set up: Friday, 05/12- 9 am

Sale Times : Friday, 5/12, 5-8 pm
Saturday, 5/13, 10-4 (close at 5)
Sunday, 5/14, 10-2 (close at 3)

Venue : Church of the Covenant
2666 N Military Rd, Arlington, VA 22207

We will have **Gavin Glakas** Judging the show and we will have awards with Best in the show, 1st, 2nd, and 3rd as well as honorable mentions. Awards will be announced at the Opening reception.

Registration : submit an entry of \$30 (Check made out to MAS not me) to **Yvonne Leung at 1154 Spring Hill road, McLean, VA 22102.**

When she receives it, she will email you an inventory sheet to list all of your sales items. Complete and turn it in when you deliver your paintings. It will be used to track all artists' sales. We are looking for your best work. No hanging work is to be priced under \$100. Tabletop pieces may be under \$100. MAS will take a 10% commission on all sales.

You may submit up to **4** hanging paintings to fit on 32" wide screens. All Paintings must follow MAS framing/hanging guidelines and have a PRINTED sales label attached using the MAS format on the website. You may bring **3 small** (no larger than 8"x10" **Including** frame) table pieces with your own easels. You may bring up to 15 shrink wrapped bin pieces. MAS has a large bin that will hold about 5 artists' work which you can use if you don't want to bring your own. You may also bring cards for sale. You may replace the item as they are sold.

We will have a People's choice award for 1st, 2nd and 3rd places as voted on by our guests. The voting will stop at noon Sunday and awards will be announced.

Publicity:

1. **Newspaper notices -**
2. **Facebook -**
3. **Website -**
4. **Postcard Design -**
5. **Postcard Printing (500 4x6") -**
6. **Postcard Distribution -**
7. **Award Ribbons -**
8. **Printing Street signs -**
9. **Setting up/taking down street sign-**
10. **Sandwich board sign at door -**
11. **People's choice award box, Paper, Pens -**
12. **Art Sale Sign -**
13. **Nametags -**
14. **PATCH -**

Room setup: Friday, 5/12 at 9 a.m.

1. Bring MAS tablecloths, MAS Cards, Name tags, Ribbons, Guestbook -
2. Pickup 16 screens, covers, etc. from Margaret's on Thursday -
3. Setup workers - Dipali
4. Card rack pickup -
5. Bins to share - MAS will have 1

Friday, 5/12

Receiving : 11 am - 1 pm :

Hanging : 1 pm- 3 pm :

Opening Reception: 5pm - 8 pm : soft drinks & finger foods -

Reception : Yvonne

Greeting & Registering Guests - ALL Sales hours:

Friday 5 - 8 pm -

Saturday 10 -1 pm

Saturday 1- 4 pm -

Sunday 10 - 2 pm

Sales Desk: Friday, Saturday & Sunday - Jessica Mickey

Receipt Writer :

Friday:

Saturday : 10-12 pm:

Saturday , 12-2 pm:

Saturday, 2-4 pm:

Sunday 1-2 pm

Bring Bags and Wrapping papers:

Painting Pickup: Sunday 2pm - ALL ARTISTS

Takedown: Sunday 2-3 pm - **ALL HANDS ON DECK TO VACATE BY 3 PM.**

Screen return : 3 pm:

Card rack return: 3pm:

Delivering Paintings: Artists can park in a lower lot near the door to drop off paintings.

***Please bring one bottle of wine and a snack for donation, if possible.**