

# Exhibit Committee

1. Committee develops exhibit names for coming year. Keep it simple that everyone understands the concept without a long explanation.
2. There are-recurring exhibits (No featured artist needed).
  - a. Christmas Mid November – end December time frame)
  - b. Student Art Show (March time frame)
  - c. Silver Arts are recurring exhibits each year (April time frame)
  - d. Members' Show (May-June time frame)
  - e. Therefore, you need 5 more exhibits\*
3. Write short explanation of each exhibit.
4. \*Solicit for “featured artist”, for simultaneous periods as exhibits. Confirm if the artist wants
  - a. A reception
  - b. The date & time of reception
  - c. Remind them they provide food & what PAL provides
5. Layout calendar for exhibits
  - a. Drop off dates
  - b. Hang dates
  - c. Pick up dates
  - d. Set reception date if artist wants one
  - e. Send completed calendar to Reception Committee & Hanging Committee, & webmaster.
6. Inform Reception & Publicity Committees six (6) weeks prior to reception date
7. Co-ordinate with Publicity Committee for artist information for post card.
8. Form sub-committee for Members' Show