



2019 VISUAL ARTS GUIDE FOR SECTION MANAGER

The purpose of these guidelines is to provide guidance to managers of Section Visual Arts Festivals. This is not meant to be all-inclusive and should not supersede any Region policies or procedures. The Administrative Region responsible for your Section Festival has complete control and may establish policies and procedures as appropriate. Specific questions regarding Region policies and procedures should be directed to the Region Secretary. Questions regarding specific Visual Arts Rules and Procedures should be directed to Jason Nickleby, Tournament Director, MSHSL, 763-560-2262.

Artwork Submissions

1. Each participating school can submit up to 18 works of art at the Subsection or Section levels.
2. No more than 1/3 of the allowed works of art are to be submitted in any one category per school.

General Information

Be sure to locate the other Visual Arts Information located on the MSHSL web site: www.mshsl.org, select Visual Arts from the Activities drop down box. All the forms and information you need will be listed here. Pay attention to the Rules and Policies document, as well as the forms that are on the web site. All this information can be printed and copies can be made as necessary. Be sure to review this material well in advance of your event.

As the Section Manager, you are responsible to arrange for all the many details to make this a successful event. One of your most important duties is communication to the schools that will be participating in your festival. Early on, determine the schools that will be involved and communicate at least the basic details to them well in advance of the festival. The list of schools participating in each section is also found on the MSHSL website. On the right-hand side under the Popular Links click on the link titled [2017-18, 2018-19 Section Assignments](#). From there select Visual Arts from the Activity drop down box and you will see the schools in each section.

Award

The art works that are rated as Superior or Excellent will receive certificates. Those who receive a Superior Rating will also receive medals. In addition, the judges may each select a “Best of Show.” This artwork will receive a special “Spotlight on the Arts” recognition. This program, sponsored by our corporate partner Wells Fargo, has become a very meaningful program in other MSHSL Fine Arts activities. Awards should be ordered from your Region Secretary at least one month prior to your event. Estimate the number of certificates (Superior and Excellent), medals and Spotlight on the Arts pins that you will need. Order enough to cover your needs – extras can be returned to the Region Secretary.

Preliminary Checklist

- ___ 1. Set the date for your Section Festival. This should be done in conjunction with your Administrative Region. This should be done in spring for the following year.
- ___ 2. Reserve site – make sure classrooms and other areas of the building that will be needed are reserved. Be in communication with your Region Secretary to know who is responsible for selecting and securing the site. This should be done immediately after or in conjunction with establishing the date.
- ___ 3. Check with Region Secretary on hiring of judges. Specific information on the number of judges needed is in the Visual Arts Rules and Policies information. Judges should be contracted well in advance of the festival. Region Secretaries have contract forms to use for this purpose. They also have information on the amount that judges will be paid. College Art Professors, local Professional Artists, High School Art Teachers from schools not involved in your Section Festival -- are all sources for judges.

The MSHSL has also initiated a Judges Registration and Certification program. Eventually all judges must be registered and certified to judge these festivals. Currently there are no special requirements for judges.

- ___ 4. Make sure you have an accurate list of schools competing in your section. Check the MSHSL web site for an updated list of the schools in your Administrative Region, who have registered for the Visual Arts program. Schools must be registered to be eligible to participate. Do not assume that all registered schools will participate. Well in advance of the Festival send out general information regarding the event. Include in that mailing a registration form so that you will have basic information from schools to properly plan for the event. See the Preliminary Registration Form also located on the web site.
- ___ 5. Send preliminary information to competing schools – date, time, site, etc. This should be done early in the school year, so schools can place this event on their calendar and plan for their local, qualifying event. If entry fees will be charged, be sure to include that information. The Region Committee will decide if fees will be charged, and if so the amount.
- ___ 6. Send specific information to schools – at least 3 weeks prior to event. Include preliminary registration form; artwork release forms; time schedule; directions for preparation, delivery and set-up; qualifications and instructions; reference to info on web site; judging procedures and criteria; list of judges; inventory forms; artwork ID form; artist statement form; lunch arrangements; and directions to site. Include instructions and deadlines for various forms and paperwork.

- ___ 7. Arrange for the hanging and displaying of the art works. This will depend on the facility which you are using. Have schools bring easels or other means of hanging; or rent panels, or other equipment as may be necessary. Secure permission from your Region Secretary regarding the budget you must work with -- prior to renting any equipment.
- ___ 8. Arrange for concessions if deemed to be appropriate. Proceeds from concessions to host school or site, unless other arrangements are in place for your section.
- ___ 9. Plan for lunch and communicate those arrangements to the participating schools. Will this be provided on site and if so will the region provide lunches for participants and coaches? If not on site, schedule time to allow those involved to get lunch and return.
- ___ 10. Hire other workers and/or arrange for volunteers as necessary: (pay amounts as per Region policy)
- Registration Table Workers
 - Security at doors and other areas as needed
 - MC for Awards Program
 - Workers to assist with hanging and display of artworks
 - Ticket sellers and takers, if admission is charged
 - Secretarial help (if necessary)
 - Arrange for computers, printers and copiers as necessary
 - Others as may be necessary for your facility
- ___ 11. Determine the time schedule. A sample schedule is listed below (this may be adjusted as necessary to fit the needs of your Festival and Site):
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| 7:00 am – 9:30 am | Setup of display panels and artworks |
| 9:30 am - 12:30 pm | Judging of Entries |
| 12:30 pm - 1:00 pm | Lunch Break |
| 1:00 pm - 3:00 pm | Public Viewing and Interaction with Judges |
| 3:00 pm - 3:30 pm | Awards Presentation |
| 4:00 pm - 5:00 pm | Take down and clean up |
- ___ 12. Lounge area for instructors -- arrange for refreshments (coffee/juice/rolls, etc.)
- ___ 13. Judges Room (can be same as that for instructors) -- arrange for refreshments. Decide if lunches will be provided for judges and workers. Check with Region Secretary.
- ___ 14. Plan for judges meeting. Set time and site. Review criteria and procedures to use for judging and for communicating feedback and results. Judges should judge pieces without knowing the name and/or the school affiliation of the artist. See specific judging procedure and critique sheet located on the web site in the Visual Arts Rules and Policies information. Review how judges will be involved in the awards presentation.

- ___15. Determine if admission will be charged. Each Region may determine whether to charge and if so the amount. This decision should be based on the costs that are involved in renting the facility and equipment and should only be made in consultation with the Region Secretary and the approval of the Region Committee. Be sure to communicate to the schools participating whether admission will be charged, and the time that doors will open for public.
- ___16. Decide whether a program will be printed. If so, plan for gathering of the necessary information and printing of programs.
- ___17. Send registration forms to all section schools with deadline for returning. Ask for any information needed for program, including student names, categories in which they are participating, title of artwork, etc.
- ___18. Press releases to pertinent news media – especially in community where festival is held.
- ___19. Arrange for custodial help as necessary for prior, during and following competition.
- ___20. Information letter to judges 1-2 weeks prior to event, confirming time, site, and directions.
- ___21. Arrangements for a room where results can be tabulated, and awards can be determined.
- ___22. Arrange for parking for buses as may be necessary for your facility and communicate to participating schools.
- ___23. Plan for awards program. Site, seating arrangements, script, emcee, person to present awards, etc. Suggested procedure is to use an auditorium or similar facility where students can be called to the stage to receive awards. Judges comments could also be included. If time, and technology allow, a more involved program could include pictures of each of the artworks – taken on a digital camera, and projected on a large screen using a lap top computer and computer projector. The work could be shown, as the artist receives their award.
- ___24. Keep school administration (if event is held at a school) informed of all information. It is highly recommended that an administrator be on site during the event if held at a school.
- ___25. Send special letters of invitation to school administrators, media and others deemed appropriate, informing them of the event and encouraging their attendance.

Week of Event

- ___ 1. Confirm with all workers – report time and other necessary details.
- ___ 2. Prepare registration packet for each school – include site map, program, time schedule, schedule for any meetings of instructors, and nametags for students and instructors.
- ___ 3. Make sure that all participating schools have returned registration information and the inventory sheet.
- ___ 4. Prepare packets for judges, including adjudication forms, schedules, and name tags, along with any other necessary information.
- ___ 5. Finalize plans for awards program – script for announcer, and finalize who will present awards.
- ___ 6. Make sure awards have been received and prepare awards for the awards program.
- ___ 7. Plan for taking digital pictures of the art receiving the Superior Awards. These can be used for media and to return to participating schools. A picture of all artworks receiving a Superior rating is to be sent to the MSHSL Office following the festival.
- ___ 8. Plan to collect and keep on file, the artwork release statement forms.
- ___ 9. Arrange for reporting results after completion of competition – both to participants (students and instructors), as well as appropriate media.
- ___ 10. Arrange for tickets and cash boxes for ticket sellers -- if tickets will be sold.
- ___ 11. Arrange for result packets to be received by each team after the festival. Each student should receive copies of their adjudication forms.
- ___ 12. Prepare signs for directing participants and spectators as may be necessary.
- ___ 13. Arrange for a meeting of all art instructors present to review this event. Ask for feedback, suggestions for future events; suggested changes in rules and procedures, etc. If a meeting is not possible, use some sort of written evaluation form to gather this information. This information should be forwarded to the person who will be the manager of this event next year.

Upon Completion of Event

- ___ 1. Report results to Region Secretary and MSHSL Office by **May 8, 2019**. Please send all the information listed below to Attn: Amanda Johnson to the League Office.

Results need to include the following:

- Number of schools that entered
 - Number of individuals that participated in each event (category)
 - Number of artworks submitted in each event (category)
 - List of names of all award winners (Section and Excellent) (category entered, name, school, grade, & "Title of piece")
 - Best in Site (Spotlight on the Arts) award winners (category entered, name, school, grade, & "Title of piece")
- ___ 2. Send digital pictures of all Superior Award winners and Spotlight on the Arts winners to the League Office by **June 1, 2019** either on a disc or electronically. If you have taken pictures, or can make those arrangements it would be appreciated. Please make sure to label the photo(s) as to the name of the student, school, and title of the piece. We will use them for publications that the League does. Send digital pictures of all Superior Award winners to the League Office, Attn: Amanda Johnson either on a disc, or electronically, arjohnson@mshsl.org. Please also be sure to label the pictures with the name of the artist, school and name of piece so we can identify it if we use it in our annual Yearbook.
- ___ 3. Complete ticket report and send copy of report and all gate receipts to Region Secretary
- ___ 4. Pay all workers
- ___ 5. Complete expense report and send to Region Secretary
- ___ 6. Forward results/evaluation/feedback/suggestions to the MSHSL Office