

Display Case—Art Building Job Description

You will be working with the Good Golly Miss Dolly doll group. The doll group takes about ½ of the display case and they set up their own space. Contact Connie Brock and she will assist you with the doll section.

Decide what you want to show in the case. Totes and bags are usually popular and you might want to add something smaller to showcase such as pincushions or fabric postcards. Start announcing the items at the guild meeting in June. This gives time for the members to make their creations. When you make your announcements, add the dolls to your list. The members usually put in a couple of dolls.

After you decide your items, send an article to the Trailing Threads newsletter announcing the items that are showing in the display case.

When the entry form comes out, check the display case items to make sure they are listed correctly.

Coordinate entries with the doll group. They are considered a special exhibit and will give you a list of dolls entered. You must give them the numbers, usually 700 and up, so they can number the dolls for the program. Also let them know of any entries from the guild so they can be numbered and listed. Turn the list into the data base coordinator.

The data base coordinator will give you a list of items entered in the display case so you have an idea of what is to be showcased.

Equipment—order pedestals, these are usually stored in the display case, and the display case bin from the storage unit.

Order 3x5 inch labels for the items from the person making the quilt labels.

Make sure the tote/bag entry participants know to put tissue paper in their items so they will stand up when displayed.

Announce and make sure all display case items are dropped off and picked up at the display case. Keep your list to keep track of the items. Choose a time for drop off, usually 8:30AM to 10:00AM.

Showtime

Thursday—Clean display case.

Friday—Arrange items in the display case. Items handy to bring with you: hammer, push pins, step stool.

Saturday—Enjoy the show.

Sunday—Tear down and return all the items to their owners.

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