

YAM SW Region Teacher Check List

Student Art Exhibit 2012

- _____ Send in registration form with \$15.00 check made payable to WAEA-SW YAM to Barbara Koykkar, 5205 Hammersley Rd., Madison, WI 53711
- _____ Choose artwork to be in show
- _____ Make copies of Parent Invitation
- _____ Fill out repeated information on the Student Registration Form, such as your name, etc.
- _____ Make copies of Student Registration Form
- _____ Give students the Parent Invitation and Student Registration Forms to be taken home
- _____ Mat artwork
- _____ Tag the artwork on the front of the piece; put on a blue dot if permission is given for W.T. Graham awards, and/or a red dot for the D.P.I. purchase awards
- _____ Make an announcement to get Student Registration Forms returned
- _____ Attach 2 Student Registration Forms to the back of each artwork. One should be easily removable.
- _____ Type an inventory list (can email to barbara.koykkar@mgschools.net or bring to show)
- _____ Put artwork in a safe place, not so safe you can't find it!
- _____ Find T-Pins or get new ones
- _____ Make school-wide announcements about the upcoming art show at Hilldale
- _____ Possibly make dinner plans for before or after set-up with colleagues you haven't seen in a while. You deserve it!
- _____ Help set up panels at Hilldale on Saturday, February 18, 2012, at 12:00p.m.
- _____ Set up art show at Hilldale on Saturday, February 18, 2012, from 12:00-3:00p.m.
- _____ Attend reception on February 26 from 12:00-2:00p.m. Take down artwork after 2:00p.m. Leave blue ribbon winning artwork(s) at the check-in desk for the State exhibit.
- _____ Attend the reception at the State Capitol on Friday, March 30, from 12:00p.m.-1:00p.m.
- _____ Pick up artwork at the State Capitol on March 30, 2012, from 3:00-4:00p.m.