

## COORDINATOR TASKS AND TIMELINE

### By October 1 of each year

Choose dates for your WRAP for the next calendar year.

An early decision allows your WRAP information to be included in the Timely Treasures calendar mailed to all AWA members. The publication deadline for the calendar is in early October, so to ensure that your WRAP is included, send the following information to [wrap@wis-cartists.org](mailto:wrap@wis-cartists.org) by Oct. 1.

#### YOUR WRAP

Entry and payment due: date

Pay on-line or make check payable to: \_\_\_\_\_

Artwork due: date, times, location if applicable

Workshop: date and times

Location:

Public Reception; date and times if applicable

Coordinator(s): names and contact information

Also include any special information such as 2 piece limit, bring your own easels, etc.

If you can't make the Oct. 1 deadline, just send me the information as soon as possible and I will add it to our website, our Facebook page, and to the next AWA publication.

### At least 3 months before exhibition

Choose a Judge and Workshop Artist (often these are the same person). You can find suggestions in [Juror/Presenter Suggestions](#).

Send them the PDF files [To the Juror](#) and [To the Artist Presenter](#) so that they understand our program and their duties.

Send the name of your judge and workshop artist to [wrap@wis-cartists.org](mailto:wrap@wis-cartists.org). Include a relevant image if you have one. AWA will create a facebook post with this information to advertise your WRAP.

## 2 months before your entry due date

Online registration starts for your WRAP. Participants can either register and pay on-line on the AWA website [wiscartist-s.org](http://wiscartist-s.org), or can register by using a paper form and check. You or a volunteer should add add paper registrations to the online system using the coordinator registration option as explained in [Registration for Coordinators](#). Note that the coordinator registration option remains available until your workshop day so these do not need to be added before the entry due date.

Promote your WRAP by preparing a Call for Artists email or hard copy letter. Include how to register, deadlines, information about your workshop artist, juror and workshop schedule. I have included a sample letter, [Call for Artists](#), but personalize any way you like. I can post a copy of your Call for Artists on the AWA Facebook page if you send it to me. Send your letter by e-mail or hard copy to members of your local arts organizations and past WRAP participants. You can also send them a copy of [Registration for Participants](#) which has detailed instructions about how to register online.

## After your entry due date

I will send you a spreadsheet with information from all on-line entries to your WRAP. It will also include all paper entries you entered to the system using the coordinator registration option.

Once registration is complete and you have added all paper forms to the online system, I will compute the AWA share of entry fees as explained in the document Workshop Finances. Our treasurer will mail you a check for the amount collected online minus the AWA share.

### 2 weeks before your exhibit opening date

Create labels for the artwork.

Reach out to the artists who have volunteered to help you.

### 2 weeks before your workshop

Reach out to your juror and presenter to make sure they understand your procedures and schedule. Even if you sent them “To the Juror” and “To the Artist Presenter”, it is important to also have personal communication with them. Not everyone reads the instructions! Make sure they understand the number of State Awards and Honorable Mentions they are allowed to choose. The simple rule is that 1/3 of participating artists receive SA awards and 1/3 receive HM, with no artist receiving more than one award.

Print WRAP State Exhibit Award and WRAP Honorable Mention cards and “Become a member” handout for your workshop.

Once judging has been completed, check to make sure your juror has given the correct number of awards, and that no artist has received more than one award. Fill out award cards.

### Workshop day

Have a wonderful time!

## FINAL STEPS

File your workshop report as soon as possible following your workshop by sending the following to [wrap@wiscartists.org](mailto:wrap@wiscartists.org)

1. Your list of State Exhibit Award and Honorable Mention Award winners with the titles of their artwork.
2. Name and contact information of your Juror and Presenter. Also include workshop topic and comments/evaluation that might be helpful to other coordinators.
3. A short workshop report and a photo of a workshop activity for Contour Notes. Credit the photographer and identify those shown. Photos should be sent as full-sized jpeg files, not embedded in a word document. See the PDF Workshop Reports for examples.

THANK YOU FOR ALL YOUR HARD WORK.

Becky Herb, AWA WRAP Chair