

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 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. For on-line WRAPs, the location can be listed as on-line, and Artwork due should include e-mail address for where to send images.

At least 12 weeks before exhibition

Choose a Judge and Workshop Artist (often these are the same person). You can find suggestions in Juror/Presenters or by contacting Mary Ann Inman at pastpresident@wiscartists.org.

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. Include a relevant image if you have one. AWA will create a facebook post with this information to advertise your WRAP.

4 weeks before your 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 sample letters, but personalize any way you like. [Call for Artists - traditional](#), [Call for Artists - on-line](#). Send your letter by e-mail or hard copy to members of your local arts organizations and past WRAP participants. Send a copy to me and I will post it on Facebook.

If you want to enter the information from paper registration forms into the on-line system yourself, use the Coordinators Only registration option using your last name as the Registration Code. The entry will appear in your spreadsheet but there will be no charge incurred. Our registration system will compile entries, but will not allow you to access the on-line entries yourself. If you would like to receive periodic updates let me know at wrap@wiscartists.org. See [WRAP Registration](#) for more details about entering paper registrations online and receiving information about your online registrations.

After your entry due date

I will send you a spreadsheet with information from all on-line entries to your WRAP. Once you have this spreadsheet, you can add information from paper entries if you have not already done so on-line.

Contact me at wrap@wiscartists.org to give me the total number of registered artists for your workshop including any paper registrations that were not entered into the online system. I will compute the AWA share of entry fees, and the AWA treasurer Bev Larson will mail you a check for the entry fees collected online minus the AWA share. More details are in WRAP Finances.

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!

Print WRAP State Exhibit Award and WRAP Honorable Mention cards and “Become a member” handout for your workshop. Let me know if you want me to mail you hard copy of this material.

Workshop day

Have a wonderful time!

FINAL STEPS

File your workshop report as soon as possible following your workshop by completing the following 2 steps.

1. Send to me at wrap@wiscartists.org:

Exhibition spreadsheet with names and contact information for all participants. Clearly indicate State Award and Honorable Mention winners and title of winning artwork. If you entered all paper entries into the online system I already have a copy of the spreadsheet with participant information, and all I need is award information. If it is more convenient for you it is all right to send the award information in a separate document rather than in the spreadsheet.

2. Send to Mary Ann Inman at pastpresident@wiscartists.org:

Name and contact information of your Juror and Presenter. Also include workshop topic and any comments/evaluation that might be helpful to other coordinators, and any additional information that she can use in writing a short article for Contour Notes about your exhibit/workshop.

THANK YOU FOR ALL YOUR HARD WORK.

Becky Herb
AWA-WRAP Liaison