

NPHS Art Show Preparation

Getting Ready

1. You are responsible for getting your display ready though out the week before the art show week.
2. You will be provided with a portfolio holder to contain your prints and mount boards as you work on and haul your work around. This is a loaner and must be returned to the photo department. If you lose it or do not return it, you will owe the photo department \$10 for replacement. You are not required to use one but if you do not accept one, you will not be able to store any of your mount boards or prints in our lab ever. No, no, no! Take them home. Once your prints are hung in the show, you may store the portfolio in the classroom or you may turn it back into Mr. Lindroth for good.
3. We will set up panels on the Monday of the prep week during period 4. If you do not have class that day, you are welcome to join us in setting up if have an off-fourth or your teacher allows you to come down to help. All students who are present and help during that period will get first dibs on panel space (we put all names in a hat and the order is determined by the order of the drawing. This will happen the same way on the next day with the other period 4 class. IB HL get first priority, followed by any second year AP students, then any first year AP students requesting two panels, followed by IB SL, then any AP students splitting a panel in half, followed by AP students requesting one panel.
On set up day, students will be assigned various roles. Some will be setting up panels, others may be in the lab doing needed tasks.

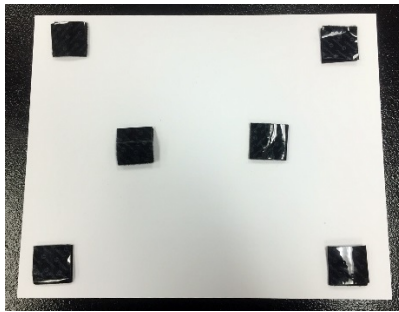
Hanging your work on panel

Once you have gotten your prints mounted, you must install your Velcro to the back of your mount boards.

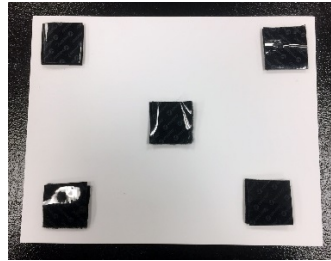
Here is how you do this:

1. First, make sure ***the soft Velcro is attached to your mount board***. This is so when you take it down, the rough Velcro will not be on your boards which can scratch your prints if you stack them on top of each other. Rough Velcro always goes on the panel. Peel the plastic coating off the back side of the soft Velcro squares and attach them to the mount board with rough Velcro square sticking to the soft Velcro. Do not yet remove the plastic coating off the rough Velcro squares. The squares must be 2"x2". If you bought your own, if they are not this size you will have to make sure you use enough to hold up your work. This will be determined in inspection. ***Remember, if you are providing your own Velcro, YOU ARE NOT ALLOWED TO CUT IT ANYWHERE IN THE PHOTO LAB OR CAFETERIA. This must be done ahead of time in your own space.***

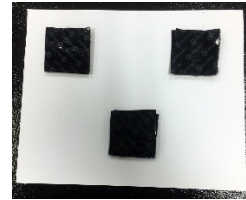
2. Here is how you arrange the Velcro for each mount board size:



16x20

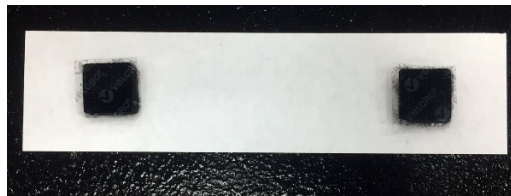


11x14



8x10

3. Your name plate and title plates must be hung up with Velcro as well. Again, always put the soft Velcro on the title plate, the rough will go on the panel. Each title/name plate must have at least two pieces of Velcro on it. Mr. Lindroth will provide these Velcro pieces for anyone who is purchasing Velcro through the school. If you are providing your own Velcro, he will not provide this for you.



4. **VERY IMPORTANT! DO NOT HANG ANYTHING ON YOUR PANEL UNTIL YOU HAVE HAD IT INSPECTED BY MR. LINDROTH OR A STUDENT APPROVED BY HIM TO GIVE APPROVAL.** Once Mr. Lindroth has approved your Velcro installation, one by one, peel off the plastic coating off the rough side of the Velcro and hang each piece in the desired location on your panel.
5. **PINTEREST DISPLAYS:** If you are doing a Pinterest installation, you must have Mr. Lindroth inspect every aspect of your display before hanging. If Mr. Lindroth deems something in your installation as not being secure, you will not be permitted to hang any items deemed not secure. Remember, if you install lights, you must have your lights on at 7:10 every morning. Failure to do so will result in your receiving an F for your grade and removal from the show if the problem persists. You are always welcome to remove any Pinterest item from your display once the art show has started given its removal does not affect the aesthetics of your display. Mr. Lindroth will not provide any materials for Pinterest displays.
6. You must have your entire display set up by 5:00 PM the day before the art show starts. If you are sick or in anyway unable to hang your work yourself to make the deadline, this is when you call on your "Got Your Back" teammate to finish the job for you. Only a catastrophic event would excuse from finishing your display on time (getting a normal illness does not qualify).

7. You are not to do any cutting of title plates, name plates or any other item that will hang on the display within in Room C23-24 or in the cafeteria. This must be done on your own time and in your own space. If you need to do any last minute type of construction or cutting that you did not anticipate, you must inform Mr. Lindroth. He will determine if you can carry on with what you need to do and where it will happen. You are responsible for a complete clean up.
8. All plastic coating from the Velcro and any other scraps that occur from you hanging your display must be cleaned up in front of your display and thrown in a trash can in the cafeteria.
9. ***As I have stated several times, I am a volunteer. I am here to serve you in your printing (if you print with us), provide a place to display, and inspect your display to ensure it is as secure against gravity as possible. I am not here to clean up after you or maintain your display. Failure to abide by this simple concept will result in an F and possible removal from the show.***

During the Show

1. Check on your display before school, break, and lunch. Please take turns with your "Got Your Back" teammates to do this during break and lunch.
2. Present your Art Show Participant Pass along with a Photo ID to the campus supervisor to enter. Check your team's displays. However, if you see something amiss with another display outside your team, please inform that student if you can or inform me.
3. Please use the Remind App to contact me if there is an issue. I will have extra Velcro on hand if it is needed.
4. If you get a Remind text from me letting you know an issue has been discovered with your display, do not leave your class to take care of it unless your teacher grants you permission. You are to take care of it between classes. Never have your cell phone out during a class where a teacher does not permit them to be out. Check your phone at the breaks for any updates if this is the case.
5. We will do our best to have AP and IB photo students patrolling the art show for display issues and they will do their best to try to make sure all displays are not tampered with. Just know, though, that even with the most sophisticated security, vandalism can happen. It is rare in our art shows (maybe once every 3 years), but it can happen. This is the risk you take as an artist and if your work is damaged, we will reprint and you can mount the print, no charge. The show must go on.

Taking Down the Art Show

1. The art show will come down period 4 on the Friday of the art show week. If you do not have class at that time or will not be in class that day, you are responsible for taking down your own work or having a teammate take it down for you. You can do this during the lunch before that Friday period 4. If you are in class that day, you can take it down period 4. If you do not take down your own work, the photo department will not be held responsible for any loss or damage to your work. The students in the class will take it down for you and carry it up to the classroom, but we cannot guarantee its safe passage.
2. All prints must be taken home that day. Do not leave them in the classroom.