**Showcase Coordinator**

We have six showcase shows at the MCL Grand each year: The Artist of the Year Solo Show, which is taken care of by that artist; the Angel Awards winner’s solo show, which is taken care of by that artist; the Artist Trading Cards show, which is handled by our Events Chair (currently Paula Haynes); and 3 themed shows for members to participate in.

A showcase coordinator is in charge of the 3 themed shows. Refer to the show schedule document on the website to know when the 3 themed exhibit dates are.

You will:

1. Request an email blast to VAL members providing information on the show’s theme and dates a month prior to the show, so artists can prepare.
2. Request a second email blast to go out a week before the show starts with information on intake and strike. This email should also request: Title, Artist’s Name, Media, Price for each piece as well as a photo of each piece to be emailed to you and to the Webmaster (currently Dulce Ruque). Strikes take place on Monday morning, while intake happens on Monday afternoon. You should contact the Artist of the Year, the Angel Award winner and the Events Chair regarding their setup times and strike plans.
3. Use the information from the artists to create stand alone cards to go with each piece of art. Cards must be uniform in appearance per MCL Grand request.
4. Ask Aaron ([akays@cityoflewisville.com](mailto:akays@cityoflewisville.com)) to have the VAL display case unlocked on the day of intake.

Participating artists should bring their pieces during the intake time and place them in the display case along with their name and title attached or near each piece so you can identify them. You should go near the end of the intake time and arrange the art in an attractive manner and place the stand alone cards you created next to each piece. When done, request the display case be locked.

You may add additional decoration if you wish as long as it enhances the display and not distract from the art. There is a box full of tabletop easels you can use in the VAL closet. It is kept locked, so you will need to request an MCL staff member to unlock Classroom 3 and the closet. Be sure to close the closet door to lock it when you are done.