

2026 Show – Everything you Should know 7.6.26

Purpose of the Show

Promote our local artists and exhibit their work

Support the arts programs in Orange County Schools with a donation

Budget for \$4,000 which we basically make on The Raffle, the Giving Table, and the Silent Auction (more to follow)

Registration – Karen for Jen Heinz

Registration opens for members July 8th – 9 am

Others: July 27th

Closes to all August 25

Basic Information

You register for display space based on needs and availability.

“A” Space, “B” Space, “D” space and 8’ table – pricing reflects amount of display space you get (D spaces - \$40, A space - \$35, B space & table - \$25). Display quantities are limited and available on a first-come, first-served basis.

Show layout, set up and break down – Peggy (P)

We set up in Marion Pronk Hall, the activities room, meeting rooms 1 and 2, and the conference room. Room 2 is reserved for student art and the art project.

Peggy does the room display layout based on your requests and what makes the most sense overall. If you had a prime spot last year, you may not have the same spot this year.

Advertising – Toni

Schedule of advertising is in the timeline that you will get as an attachment to the meeting minutes.

Artists need to be encouraged to “share” our Facebook posts and forward the email blasts to their friends.

Need more pictures of exhibitors’ work before the show for ad purposes

Table tents are in

We have permission to put them in the clubhouse and Fareways starting Sept 1

Clearwater will not put out table tents but will put a plastic stand out with our ad at their front desk

Toni M will take tents to Bella Cucia

Any others we can/should approach?

Show volunteer wrangler – Barry Lotenberg will pick up the initial contact and assignments

Once your registration is received – AND paid for, you will be contacted with lots of information including job descriptions. You are required to volunteer 2 hours during show hours for each display area you register for.

2 sides of an “A” display requires 4 hours of volunteering

Cashiers/data entry

Raffle ticket sales – 2 tables

Greeter

Wrapping/bagging

We will need a volunteer to do follow-up calls/emails in September as we get close to the show to get confirmation on assignments as Barry will be gone in September.

Cashier stations— Joe Freeland/Barry Lotenberg/Eve de Vito (K)

Joe and Barry handle all things computer, and Eve handles all things money
We will have shopping baskets available for use this year
New shelving has been purchased for items to be held for customers behind the cashiers
Newsprint paper, bubble wrap, and bags are provided for wrapping
Prompt for raffle ticket sales at the cashier now shows up earlier in the process and is handled by the cashier instead of the data entry person
Training will take place after the September 8th meeting
Data entry changes for this year

Categories:

Book(s)
Note card(s)
Painting
Photography
Pottery
Textile (or Fiber Art)
Glass
Jewelry
Mixed Media
Resin
Woodwork
Assorted Creations

When you register, you will choose what categories you will use for pricing. You can choose up to 6 (including the “Assorted Creations” category). Everyone will have that category in their drop-down list. P

Price tags will reflect the change and allow for exhibitors to add additional information for their own purposes.

If you wish to have your price tags back after the show, we will accommodate that as soon as the reconciliation is done.

Giving Table— Dee

September 9th – Deadline for donations to the giving table

Orange County Schools liaison – Christy Rappoport

Coordinates with the head art teacher on what type of artwork, and the delivery of the artwork display. Christy has made initial contact.

They are on board for the earlier show this year and will be able to put up a student exhibit - not as much time to get a lot of artwork to choose from, but they will have an exhibit.

Art teachers + one will be invited to the reception. Students and parents will not be invited to the reception - no children in attendance on Friday.

Christy will ask them to get publicity out about the Saturday/Sunday general show to the school populations in OC.

Reception chairs – Jane Neubig and Carol Monroe – report by Peggy

Volunteers to work the reception (*Chairs oversee*) – this is separate from volunteer responsibility for show registration.

Silent Auction – apparently me, with coordination by Sponsorship chair (Claire)

Secure items for the auction (3 different art disciplines or experiences)
Friday night only during the reception. Some coordination with the Giving Table would help (smaller things can go to the giving table if they don't fit your vision)

We already have a golf outing secured through Licatta (and Dee Knapp) – value is \$200.
Need to add to the package.

Jim Funk will check with the pro shop about possible merch and/or simulator package.

Possibly combine with a gift certificate to Fareways.

We still need 2 more ideas/options. We can work on one big item, or several smaller to make a package. Maybe a dinner-out package with gift certificates (dinner for 2) from several Local restaurants?

Dee will talk with her daughter about possible Fawn Lake option.

Nan Lamb will ask “It’s about Time” in Culpeper and a winery she is visiting.

Claire will approach restaurants in Orange

Mariana has agreed to make the sheets and oversee the Silent Auction during the reception.

Suggestions pending:

Season pass to Wilderness Resorts – anyone willing to ask or know someone?

Weekend pass to Kalahari Resorts once they open – Pete Brown will do the ask

Culpeper Artisan Collective – Jim Funk will approach

Sponsorship/donations asks – Claire

Claire had put together a donation request letter that will cover all scenarios.

50/50 Raffle – Kathy Walters

Last year (1st year) we sold almost \$4,000 in tickets – we are budgeted for \$5,000 this year

Ticket price \$5/ea, \$20/5 tickets

The winner gets 1/2 the total intake, club gets 1/2

Raffle sales close at 2 pm on Sunday. Winner will be drawn at 2:30. The treasurer will have a check written in the amount of 1/2 the cash intake

3 nights of pre-sales at the Clubhouse (possibly 4 with one at Fareways or 2 at Clubhouse and one at Fareways – TBD)– chair to coordinate volunteers and get money to Eve

Dates of presales (5-7 pm):

8/13 (Lioness Thursday) - Clubhouse

8/27 (Thirsty Thursday) - Clubhouse

9/11 (Friday) – Clubhouse

9/17 (Industrial League night) - Clubhouse

We assign a number to each purchaser and track on a sheet so we only need to write name and contact information once, no matter how many tickets are bought. Purchaser numbers are written on the ticket and cross-referenced on the master sheet.

Chair oversees (but does not schedule) volunteers during the show and keeps the thermometer up-to-date with the total amount in the pot.

Art Activity to run during the sale – **Linda Kadar (P)**

Linda has mosaic patterns ready – fall themed (Pumpkin, bat, tree, leaf)

We will put together a painting party so that Linda doesn't have to do all the work herself

She will need some volunteers for Saturday and Sunday (different from show exhibitors)

Signs, signs, everywhere signs – **Marilyn**

Show Program – **Karen Falcon**

Once registration is complete and sponsors are secured, a program with participants' names and type of work, along with sponsor recognition, gets developed and printed

2026 Art Show Timeline

Month	Day	Task	Action by
May	05	Announcement at GMM of start-up meetings	P
	22	10 am Planning meeting – review of last year's and outline for this year	K and P
June	01	GMM update on show	P
	26	10 am Planning meeting	K and P
July	03	Mailchimp to members with registration dates	
	06	GMM – everything about the show	K and P
	08	Show registration opens for members	Jen
	08	Mailchimp to members with links	
	24	10 am Planning meeting	K and P
	27	Show registration opens for all	Jen
August	13	50/50 Raffle pre-sales at Clubhouse (5-7 pm)	Kathy
	25	Show registration closes	Jen
	27	50/50 Raffle pre-sales at Clubhouse (5-7 pm)	Kathy
	28	Planning Meeting	K and P
September	04	Show ad/article in Lake Currents (1 st)	Clair
	08	GMM update on the show	K and P
	09	Deadline for donations to giving table	Dee
	09	Mailchimp Patrons Invite to reception goes out	
	Jen		
	11	50/50 Raffle presales at Clubhouse	Kathy
	15	Final show layout complete	P

	17(?)	50/50 Raffle presales at Fareways	Kathy
	18	Show ad/article in Lake Currents (2 nd)	Clair
	18	Mailchimp reminder – show in 1 wk	Jen
	23	Mailchimp reception reminder	Jen
	24(?)	Start of setup	Pete and crew
	25	9-11 Completion of room setup	
	25	11-4 Artists set up their displays	
	25	6-8 pm Opening Reception	
	26	10-4 Show	
	26	Mailchimp “Show is under way” email	Jen
	27	10-4 Show	
	27	4-6pm Clean up and break down of show	
October	05	GMM – show debrief & sharing of ideas	K & P

Space Options Diagram

