

The logo features the words "Art Show" in a stylized, outlined font. "Art" is in a light blue color, and "Show" is in a dark blue color. The text is set within a light blue rounded rectangle with a dark blue border. This central element is surrounded by a large, irregular splash of yellow and light green paint.

Art Show

provided by the national Girls Ministries Department



Art Show

overview

what: A multi-generational, multi-media art show presented to the church congregation by the Girls Ministries clubs.

purpose: To give not only the girls but also artistic congregation and community members an outlet for creating and displaying their art to bless others.
To serve as an evangelistic outreach to artistic community members who may not otherwise step foot into a church.
To allow congregation members to participate in a Girls Ministries event whether or not they have girls in the clubs.
To raise funds for Coins for Kids missions projects or for the clubs.

where: Wherever you want. For simplicity's sake, you can set it up in a church foyer or in several classrooms throughout the church. You could also contact your local community center and ask about available rooms.

who: Artwork of any kind would be submitted to the Girls Ministries clubs by church congregation members of all ages for the girls to then arrange and display at an art show.

art pieces: If you have the space, allow any kind of art. (graphic design, website design, sculpture, photography, paintings, sewing, collages, etc.)

fundraiser: Determine an admission charge, like \$2-\$3 per person. Consider making hot beverages (\$.75-\$1.00/cup) and donuts or cookies (\$.50) available for people as they walk around. If someone can donate the supplies, even better. You can also hold a silent auction for the artwork donated by participants.



Art Show

the nitty gritty

before the event:

- Determine and reserve the date, time, and location.
- Determine whether you would like to hold a silent auction during the event. If so, recruit someone to serve as auctioneer for the evening.
- Establish volunteers to: handle the artwork submitted, handle donated money, set-up/tear-down, serve beverages and snacks (if applicable), be available to mingle and answer questions.
- Research and invite some local artists to display and/or donate their art at your show. This could be an awesome evangelistic opportunity for you to host unsaved artists from your community who would not normally attend a church service.
- Set a deadline for art pieces to be submitted so you have enough time to organize and display them (3 weeks or so prior to event).
- Consider whether you will offer coffee, cider, hot chocolate, cookies, or donuts to sell — look for donations first (to maximize your profits) but then investigate your best options for buying or baking in bulk and re-selling.
- One/two months before, send out a request for art. This will give people who don't have a current project to show a chance to create an art piece. see bulletin insert
see poster
- Use flyer handouts, posters, postcards, bulletin announcements...whatever method you can think of and prefer. Include a portion where they can drop off/mail an early "registration form" which will include the artist's contact information and art piece. If you haven't heard from that person by the deadline, you will have a way to contact them to see if they are still interested in participating.
- If considering having a silent auction during the art show, include boxes for participants to check that say "for display only" or "for auction" so artists who want to donate their works can be clearly marked.

In this request, include date, time, and price information so it can also be a save-the-date announcement for everyone else.

- Begin formulating a plan for displaying the art. Be sensitive to using adhesives on the back of people's artwork. Consider setting up tables with tablecloths and laying out paper art pieces. If anyone submits a web-based project, set up a smaller table with a laptop see name card



Art Show

which should be manned at all times (to prevent theft). Include a name card with each piece giving the artist's name, club level (if applicable), title of the art piece (if applicable) and the medium (oil painting, acrylic painting, photography, sculpture, charcoal drawing, etc.)

- Consider centerpieces, lighting, and other decor. This art show can be as simple or as elaborate as you want it to be. Consider turning off overhead lights and having the girls bring in lamps or Christmas lights to illuminate the rooms and create a coffeehouse feel. If appropriate and safe, candle centerpieces can help with the ambiance too.
- Advertise. The fastest way to kill your event is by not getting the word out.
Two months before, make the announcement about the art show and request artwork from the congregation. Include a way for them to "pre-register" for what kind of art piece they would like to submit.
One month before, begin running an announcement in the church bulletin or video announcements each week, advertising it as a fundraiser.
One week before (on a Sunday morning or some other well-attended day), have the girls pass out reminder cards (can be just a simple slip of paper) to congregation members.

at the event:

- Have fun. Take joy in seeing guests of all ages soaking in the art around them and enjoying the fellowship.
- Make sure there are plenty of your girls there. They are the steam behind this event and their presence will speak volumes to congregation members who are not familiar with the program. Delegate them to different duties — have a few girls keep an eye on the trash cans and know where more garbage bags are if they get full; have a few more girls be on trash pick-up duty; entrust a girl or two as photographers to document the night, etc. Let them take ownership in this fundraiser.
- Post a few girls at the main entrance to accept admission fees and to answer questions about the event and the money that will be raised. Consider displaying a poster with pictures and more detailed information about the purpose of your fundraiser. Make sure there are plenty of smiles and thank-yous.
- If holding a silent auction, place donated items next to an auction log in a specified area. Be sure to provide pens and pencils. Designate an emcee to run the auction.

see guide
to silent
auction

see auction
log

after the event:

- Run one more announcement in the bulletin or video announcements thanking the congregation for their participation and update them on the total amount of funds that were raised that night. Provide them with a location or address where more donations can be sent if anyone would still like to participate.

bulletin inserts

Type in your own personalized message (overview of art show, date, time, and cost info, fundraiser info) in blank space in the middle.

Calling all
artists!



Calling all
artists!



If you have an artistic talent you'd like to have displayed, fill out this form and turn it in to an Mpack Girls Club member.

Name: _____

Phone Number: _____

Email: _____

Art to be submitted: _____

If you have an artistic talent you'd like to have displayed, fill out this form and turn it in to an Mpack Girls Club member.

Name: _____

Phone Number: _____

Email: _____

Art to be submitted: _____

bulletin inserts - auction option

With box to designate whether art is for display only or for auction donation. Type in your own personalized message (overview of art show, date, time, and cost info, fundraiser info)

Calling all
artists!



If you have an artistic talent you'd like to have displayed, fill out this form and turn it in to an Mpact Girls Club member.

Name: _____

Phone Number: _____

Email: _____

Art to be submitted: _____

Check the appropriate box:

For display only Donation for auction

Calling all
artists!



If you have an artistic talent you'd like to have displayed, fill out this form and turn it in to an Mpact Girls Club member.

Name: _____

Phone Number: _____

Email: _____

Art to be submitted: _____

Check the appropriate box:

For display only Donation for auction

Art Show

Date: _____

Time: _____

Place: _____

Cost: _____

Sponsored by: _____

Art Show & Silent Auction

Date: _____

Time: _____

Place: _____

Cost: _____

Sponsored by: _____

name cards

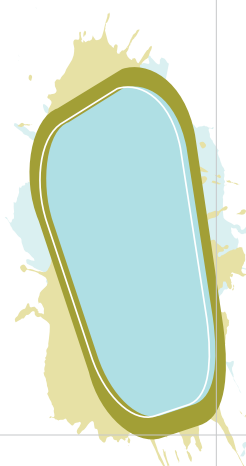
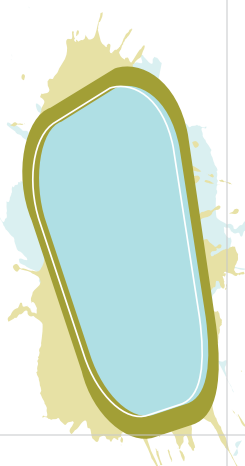
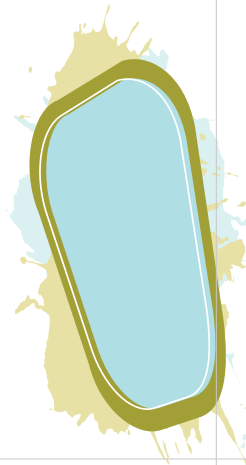
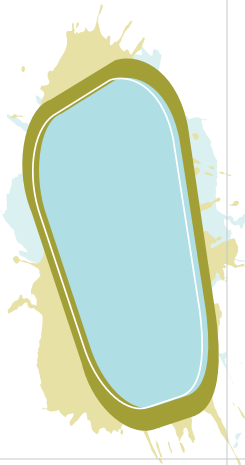
Include artist's name in the blue shape and include other info, club (if applicable), and art medium (acrylic painting, charcoal drawing) in the white space provided to the right. Fold in half lengthwise to sit on table.

SAMPLE

fold along center to form table topper

Girls Only
Watercolor Painting

Jennie



reminder slips

Intended for the girls to pass out to congregation members or other guests as a reminder of the event.



Date: _____

Time: _____

Place: _____

Cost: _____

Sponsored by: _____



Date: _____

Time: _____

Place: _____

Cost: _____

Sponsored by: _____



Auction Guidelines

A silent auction is a great way to add another fundraising avenue to your art show. As your attendees wander through your “gallery” they may write their name, phone number, and bid on the auction log beside art pieces available for purchase.

After a predetermined amount of time, the emcee for the event closes the auction, and the highest bidder for each art piece is announced. Here is a breakdown of how you can run a silent auction:

- Select a block of time during the art show for the silent auction. Set the auction log and a few pens beside each art piece that is available for purchase.
- Designate someone to be the emcee for the auction.
- Make an announcement stating that the auction is open for bids.
- After the predetermined amount of time, announce that the auction is closed and then collect the auction logs from the various art pieces.
- Announce the highest bidder for each art piece. Let bidders know who checks can be made out to.
- Make brown bags or packaging paper as well as tissue paper available for people to wrap and take home art they have purchased.