

Student-Run Art Show: Thinking They Did It On Their Own!

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1. Why a student-run art show?
 - a. Promotes your art program to your school administration, to parents, and to your community
 - b. Teaches the students to work together (and sometimes with students from other grade levels)
 - c. Teaches the students the ins and outs of putting on their own show
 - d. Teaches responsibility, accountability, and independence

2. Beginning 6 months in advance
 - a. Secure the venue and put it on the school calendar
 - b. Inform your department about the show
 - c. Put the show into your curriculum and syllabus
 - d. Mention the show to your students when you go over the syllabus the first week, but no need to go into detail at this point

3. Beginning 2 months in advance
 - a. Spend 2-3 days introducing the art show to your classes and discussing ideas
 - b. Go over the committees, student responsibilities, and assessment
 - c. Have students write down their top 3 choices for committees on a notecard with their name
 - d. Next day have students submit ideas for a theme and brainstorm as a class- what have we been learning about this semester/year? Accept ALL ideas at this point
 - e. List all ideas on a sheet and have the students narrow down their choices by silent voting

4. The Committees
 - a. Publicity Committee
 - b. Graphics Committee
 - c. Floor Plan and Construction Committee
 - d. Refreshments and Fundraising Committee
 - e. Art Madness Committee (optional- for 8th graders only)

5. The Publicity Committee
 - a. Advertises the art show by making posters, designing postcard invitations for the faculty (the handout you received at the convention was part of the invitation for the faculty this year), posting information on the website and FB
 - b. Hands out the art show program the night of the show
 - c. Makes announcements at assemblies and homeroom
 - d. Great committee for students who are outgoing, like working in groups, and like designing posters

6. The Graphics Committee
 - a. Writes up information about each work as given by the students in their class as well as project summaries
 - b. Designs the art show program
 - c. Must have good handwriting skills
 - d. Great committee for students who like to work independently or in small groups; it's a more low-key committee

7. The Floor Plan and Construction Committee
 - a. Designs the space for the exhibition (broken into small groups; each group designs a floor plan blueprint; whole committee votes on best design)
 - b. Helps to matte/frame student work after school
 - c. Curates the show by deciding how the work is organized (by subject, color, grade level, etc.) and hangs the work
 - d. Sets up any tables, chairs, partitions, etc. that are part of the overall design
 - e. There are 5 subcommittees: setting up tables and furniture, decorations, hanging art, hanging written work, foremen (appointed by teacher, act as teacher's right hand man)
 - f. Great committee for students who are hands-on and like to move around

8. The Refreshments and Fundraising Committee
 - a. Makes sweets to sell at art show
 - b. Helps set up drink and food tables before show
 - c. Serves drinks to guests the night of the show (work in shifts of 2-3 students)
 - d. Creates and runs school-wide fundraisers to raise money for the show
 - e. Great committee for students who have limited time before the art show, students who like to bake, or students who have creative ideas for fundraisers

9. The Art Madness Committee (for 8th graders only)
 - a. This committee works collaboratively to create a community art piece inspired by the winning artist of Art Madness (an artist research project that we do in 8th grade)
 - b. They work with the feedback taken from the rest of the 8th grade class
 - c. Need to be available after school in the weeks leading up to the show
 - d. Works with the Floor Plan committee to choose a space for the piece
 - e. Great committee for students who like making large-scale community based works and can work with others

10. Committee Meetings

Committee meetings are mandatory and should be set up ahead of time. Students can work on their committee responsibilities in class when they are finished with other tasks. Meetings can be set up in the morning before school, during lunch/recess, or after school. Just be consistent.

11. Assessment

There is a rubric for each committee; be clear upfront about your expectations and hold students accountable.

- a. Participation in Committee- attending all meetings and performing certain committee duties
- b. Effort on Committee- how much effort do you put into your job, are you on task, and are you helpful or more of a distraction to others?
- c. Participation at Reception- students are required to stay at least 1 hour of the 2 hour reception; they must check-in and check-out to receive credit
- d. Overall Attitude- can you work well with others both in your grade and other grade levels, can you take direction, are you respectful of others, do you take the process seriously?

12. Involving Parents

- a. Delegate, Delegate, Delegate!
- b. If possible, find a parent who is willing or has the time to organize the PTA or parents of the grade levels involved to volunteer for certain shifts.
- c. If you can't find a parent to help organize, use Sign-Up Genius, an online organization tool. Email the parents involved and they sign up for shifts online.
- d. Email the parents at least a month ahead of time about the show
- e. Get a parent volunteer for any task or time when you need an extra pair of hands or eyes

13. The Day of...

- a. Have your maintenance staff clean the floors of your venue and move any unwanted furniture
- b. Gather your Floor Plan Committee in the art room or venue and delegate responsibilities. They will meet from 3:30-5:30pm with you.
- c. Have 2 parent volunteers to help oversee the students setting up the show
- d. Set up 2 tables near the entrance and two near the exit for check-in and check-out. Have parent volunteers man these tables to write when students arrive and leave. Students who do not check-in or out, but you know they were there are penalized. Students who do not come to the show (and whose parents have not communicated with you prior to the show) will not receive credit for Participation at the Show. Keep them accountable!
- e. Have your set of parents and students set up food and drink at 5:30pm
- f. Be ready at 6pm for a rush of people!

14. Activities at the Art Show

- a. Walk your students through a night at an art show- what do they do?
- b. I tell them not to ditch their parents/guests at the door, to check-in, get their nametag and activity, show your parents your work, discuss your work with them, etc.
- c. Student-made scavenger hunt (My students this year said they liked it because it encouraged them to see artwork from different grade levels since this year the show was 7th and 8th grade combined.)

- d. Add any art-related activities that either go along with the theme or highlight your program Ex) Slide show of student art journal entries (names are optional), student-made video for class project, etc.

15. A Couple of Things...

- a. Have the students reflect on the art show the day after while it's still fresh in their mind; use their feedback to help you plan the next one
- b. If you have an art show per grade level or even one that is combined, the younger students learn the ropes the first year, but are "experts" by the second year; it's fun to watch them grow and take charge
- c. You might have to delegate more the first year you do this. Also, show the Floor Plan Committee how to hang artwork and at eye level. They will most likely not know these things.