



EXHIBITION PROTOCOLS

Ian Barnes Secretary/Exhibition Co Ordinator (24 – 25)

Lin Barnes President

Garry Kemp Workshop Manager

Camelle Denny Rosters Gallery

Carleta Delac Treasurer/Gallery Manager

Nina Poulton Exhibition Co Ordinator (2023 – 24)

David John Committee 1

PREAMBLE

The Exhibition Co-Ordinator is the CABBI Sub Committee Member that is directly responsible for the management and delivery of judged and non judged exhibitions on behalf of CABBI, in accordance with the provisions of Creative Arts Batemans Bay Inc (CABBI) Constitution.

1.00 General

1.01 The CABBI Management Committee appoints the Exhibition Co-ordinator to the CABBI Exhibition Committee for the duration of the Exhibition or a predetermined period.

1.02 The Exhibition Co-Ordinator is directly responsible to the CABBI Committee, reporting at all CABBI Committee and General Meetings.

1.03 The Exhibition Co-Ordinator must submit to the CABBI Committee for approval, the following information prior to the commencement of the exhibition delivery programme:

1.04 A list of the Exhibition Sub Committee Members. (Members need to have specific skills for filling the positions within the sub-committee.)

1.05 A scheduled timeline of the key delivery components for the exhibition.

1.06 Prepare and maintain a detailed budget outlining the projected expenditure for the delivery and staging of the exhibition.

1.07 The proposed location of the exhibition.

1.08 Specification of the sponsorship target and what assistance will be required from CABBI Committee members.

1.09 The Exhibition Co-ordinator is required to notify CABBI Committee of any deviation from the approved Exhibition timeline or budget.

2.00 The Exhibition Sub-committee

The Exhibition Co-Ordinator, chairperson, will be responsible for:

2.01 Choosing members for the sub-committee (unlimited number) with specific skills to fill positions in the sub committee.

2.02 The preparation of meeting notes covering the key points and the distribution of the notes to E and M Committee members.

2.03 The E Sub-committee members will be responsible for the delivery and staging of the exhibition, including the opening night in accordance with the approved timeline and budget.

2.04 If the Exhibition is to be judged, the preparation of a list of exhibition judges for the approval of the M Committee. The recommended judging panel must be experienced in their respective mediums and preferably not personally know to the E Co-Ordinator. The submission must be supported by a detailed CV and associated costs. The E judges are to be approved by the CABBI Management Committee .

2.05 If the Exhibition is to be sponsored, the preparation of a Sponsorship Package and a list of targeted sponsors designed to achieve a minimum, the targeted sponsorship income, which shall be submitted to the CABBI Committee for comment.

2.06 If a contracted Sponsorship Co-Ordinator is not available, the E sub-committee members, or other nominated CABBI members, will be responsible for the gathering of sponsorships. All sponsors to be invoiced to enable receipting and storage of information.

2.07 Determination of the number of visual Art Categories and prize amounts consistent with the sponsorship allocations.

2.08 The preparation and content of the exhibition application form, with a clear insurance disclaimer related to the artists responsibility to insure all works while being exhibited. Each entrant will also need to allow any images of the artwork to be used by CABBI on any of its social media platforms or media releases.

2.09 Nominate a person to OPEN the exhibition and prepare a run sheet for the opening night so that all parties, including the committee members have a clear understanding in advance of the opening night procedures, which should be adhered to.

2.10 The sponsors or their representatives should present the awards for each category unless unavailable, in which case the E Co-Ordinator will present the prize.

2.11 Ensuring that the serving and distribution of alcohol on the opening night is consistent with the required regulations. (At least one present member having a current RSA certificate.)

2.12 To review the exhibition entrant fees, artwork size specifications and rostering obligations for inclusion of the entry forms.

2.13 To ensure that Member/s have a current Police Check and Working with Children Certificate.

2.14 The Exhibition Committee persons delegated a specific role are to deliver their specific duties according to the Exhibition Roles document.

2.15 To create a new entry form with all requirements covered to prevent confusion of entrants.

2.16 No Member joining or rejoining past 1st October yearly is allowed to exhibit in the following Exhibition (Dec – January)

2.17 Absolutely NO entries received after the 'closing of Entry' dates will be accepted for any reason.

3 Exhibition Judging

3.01 Blind judging if necessary to continue???

3.02 The E judges are to be given an exhibition list of all categories and their location in the exhibition.

3.03 The E Co-ordinator or any other E Committee member must not be in the exhibition space at the time of judging.

3.04 It is preferable for New Judges to be nominated yearly, but if not available at least a two year period between their return.

3.05 It is preferable, if possible, that the judges are present on the opening night.

3.06 Prizes shall be issued for each visual art category, as recommended by the respective judge. (First, Second and Highly Recommended or as determined by the EX Committee.)

3.07 It is recommended that both prizes for each category should not be awarded to the same artist.

3.08 It is recommended that One Artist/One prize in all exhibition, including Best in Show.

Exhibition Committee 24 – 25

7.5.2024

Updated: 7.5.24