

PROSPECTORS EXHIBIT GUIDELINES

1. At current seminar – confer with next seminar chairman and choose a theme or a challenge for the next exhibit. On even years the Prospectors may have a judged exhibit with ribbons awarded.
2. If the exhibit is a judged event, select judge/or judges. If it is decided to have an award based on votes from the viewers, you will need to provide a theme for this vote (i.e. best color, best use of thread, etc.). Ballots will need to be typed and available at seminar. Include this information to the seminar chairman and to *Border to Border*.
 - In the fall you will need to provide information about the exhibit (theme, challenge, judges, and guidelines) to the seminar chairman, for the seminar brochure.
 - Provide this same information along with registration forms and insurance forms to each Region Rep. at the first board meeting of the year.
 - Registration forms should include participant’s name, address, email, phone and EGA member number, chapter name, permission to photograph and artist statement, size of piece, title, techniques and threads used, how piece will be delivered to exhibit, chairman contact information, and deadline for registration. Extra information to include would be theme, challenge, and whether it will be a judged show along with the policies/guidelines of the exhibit.
 - A deadline should be set by the chairman, (usually 4 to 6 weeks prior to the opening of exhibit) to assure time to register insurance with National headquarters, print participants’ certificates, name plates, and artist statements.
 - Each entry will need an insurance form or waiver of insurance on file, along with the registration form and identification information attached to the piece (see form examples).
 - Provide exhibit information, judging information, if applicable, and registrations forms for each issue of *Border to Border*.
 - Provide a list of participants, value of the item, and any required information to National headquarters along with National EGA insurance form #3 to assure insurance coverage for each exhibit. This must be done prior to the opening of the exhibit.
3. The Exhibit:
 - Have tables ready to display entries. You may need to provide table easels and white gloves.
 - When checking in the pieces provide take-down times to the participants.
 - Have titles and artist statements typed and mounted for each entry.
 - Have your file of registrations and insurance forms available for reference.
 - Check facility hours and security system.
 - Have members from the chapter or region sit while exhibit is open during the day, if possible.
 - If time allows during seminar have a Prospectors meeting with the exhibit participants and seminar participants to discuss the entries and other ideas for future exhibits.
 - Give certificates to all participants on odd years and judge awarded ribbons on even years.
 - Take photos of those that permit photos and complete the “Prospectors Photo Album”.
 - If exhibit is judged, set a time for judging (private and closed to the public during this time).

PROSPECTORS EXHIBIT GUIDELINES, continued

- Provide judges a scoring system and form.
If exhibit participates in judging from the viewers, provide a theme and forms for voting. Possible themes for a viewer's award could be: most embroidery techniques used in one piece, best use of color, best interpretation of the "theme or challenge," most unusual materials used, etc. The purpose of this type of voting would be to get the viewers involved and interested in the creativity of the exhibit pieces.