

VISUAL ART FAIR CHECK LIST

_____ **Now:** Read *School Information* and *Helpful Hints for Students*.

_____ **Now:** Fill in the date and contact person blanks on the *Student Registration Forms*, copy and hand them out.

_____ **By Tuesday, January 15:** Collect money and the bottom portion of the *Student Registration Forms*.

_____ **By Thursday, January 17:** Complete the *School Registration Form*, and return it and all the fees to Lakeside – or e-mail me the names and grades of the artists, and bring the fees on the Saturday Set-up Day.

_____ **January 19-January 26:** Please make sure that the students know and understand the requirements. Encourage your students.

_____ **Saturday, January 26:** Bring art works and set up display at Lakeside between **8:30 AM and 9:30 AM**

_____ **Sunday, January 27:** Take down art displays after the Lakeside Pops Concert, approximately 4 PM.