

December 10, 2018

Dear Friends in Christ,

Happy Advent Season! Hopefully this **LES Visual Arts Fair** packet doesn't find you too overwhelmed with holiday 'extras'! This year the Lakeside Visual Arts Fair will be held the weekend of January 26-27, which is the same weekend as the Lakeside Pops Concert. This is a wonderful opportunity to encourage our students' artistic abilities, and show case their talents!

**Your Visual Art Fair packet has been divided into four parts:**

1. **The School Information** is a summary of the purpose, procedures, schedule and guidelines for teachers. Please read it and copy it for the other teachers participating in the Visual Fair.
2. **Visual Art Fair School Registration Form** is for you to compile the information from your students and return it and all fees to Lakeside by **Friday, January 18**. The list of students is preliminary and may be changed without contacting us. Please make every effort to return registration forms by January 18 so the correct number of judges are hired. If a significant number of projects are registered late, we may not have enough judges to critique them. Feel free to e-mail me the names and grades if it would be easier for you: [ltetzlaff@llhs.org](mailto:ltetzlaff@llhs.org)
3. **Helpful Hints for Students** is to help your students become more art smart and hopefully answer questions. This is helpful for questions about originality, and how to present pieces. Please take a few minutes to read through it.
4. **Judging Cards**: Make a copy for each artist, and make sure one is attached to each piece. There is a master copy of individual cards and group project cards included. A copy of these, as well as this packet, can be found on our website.

On the back of this letter you will find a checklist to assist you in working with these materials. Don't hesitate to call (920) 728-4632, or e-mail me ([ltetzlaff@llhs.org](mailto:ltetzlaff@llhs.org)) if you have any questions. Every piece of this information will be on the Lakeside Website for your convenience.

Yours in Christ's Service,

Lori Tetzlaff  
Art Instructor