

## **MEMBER FEATURED ARTIST (MFA) GUIDELINES**

This document outlines the responsibilities of the following individuals:

- MFA mentor - the MFA from the previous year's quilt show
- MFA candidates - the 3 candidates selected by guild members as the potential MFA for the upcoming quilt show
- MFA - the individual selected by guild members to be the MFA for the upcoming quilt show

Although not outlined as a specific action below, the Quilt Show Chair is expected to pulse the MFA Mentor and MFA to ensure that activities and communications are on track.

### **APRIL**

MFA mentor: Meet the newsletter deadline with reminders about MFA criteria (members will nominate at the MAY member meetings).

### **MAY**

MFA mentor: At both the am and pm member meetings, outline the criteria/process for MFA selection and distribute ballots– one sheet per member with 3 lines for nominees. (Consider adding the names of the MFAs from the last 5 years to highlight that they are not eligible for nomination)

MFA mentor: Collect the ballots and tally the results

MFA mentor: Contact the three top nominees, give them a copy of the MFA Guidelines, and determine if they are willing to accept the nomination. If requested, candidates may be allowed time to consider the nomination (~24 hours if needed). If any of the 3 top nominees decline the opportunity, work down the prioritized list of nominees until 3 candidates accept.

MFA mentor: Highlight to the nominees that they need to

- Provide information to the newsletter lead by June 20
- Prepare a 10 minute presentation with trunk show for the July meeting.

MFA mentor: Provide guild leadership the names of the 3 MFA candidates and request that the President issue a notification to guild members with the names of the nominees.

## **JUNE**

MFA candidates: provide the following to the newsletter lead by June 20:

- A head shot
- Pictures of 2 of their quilts
- A short biography summary

MFA candidates: Start preparation of their 10 minute presentation and select quilts for their display at the July meeting (candidates should plan for a display consisting of one large round table and one quilt rack (both sides). Discuss with the MFA mentor if you want additional display space.

## **JULY**

MFA mentor: Contact the Properties Chair for portable quilt stands, sheets, hangers, and pins; arrange to get the items to the guild meeting, and recruit help to hang the candidates' exhibits.

MFA candidates: Come to the meeting early (~9am) for set up of their display

MFA mentor: Assist the candidates with set up of their displays and work with the candidates to determine a presentation order

MFA mentor: Provide an overview of the voting process to the meeting attendees and introduce the candidates.

MFA candidates: Deliver their 10 minute presentation

MFA mentor: Provide ballots for voting after the presentations. One selection per ballot.

MFA mentor: Collect the ballots, assist MFA candidates with taking down their displays, and ensure the display materials are returned to the Properties Chair.

MFA mentor: Tally the voting results. Consider an independent count if the results are close.

MFA mentor: Notify all candidates of the results prior to sharing the information with others. Request that they not discuss the election results until notifications are made by Guild Leadership.

MFA mentor: Notify guild leadership of the results of the voting after the MFA Candidates are all informed.

MFA mentor: Inform the new MFA that you (as the MFA Mentor) are their main contact with questions or concerns. Also let them know that the Quilt Show Chair and the Guild President are backup sources for information.

MFA: typically writes a thank you for the next newsletter.

## **JULY - MARCH**

MFA: Start planning for their quilt show display, Create new quilts as desired

Notes:

- Traditionally, a 6-piece 8' frame set is allotted for the MFA (12 surfaces for display); A space (near the entrance to the show may also be available - this should be verified with the Display Designer. Additional space may be negotiated with the Display Designer.
- The MFA is encouraged, but not required, to create at least one item especially for the show in which they will be featured.
- The MFA is encouraged, but not required, to create an entry for the Guild Challenge.

MFA mentor: Periodically touch base with the MFA to answer questions and offer assistance .

MFA: submit bio info or an artist's statement for the quilt show booklet to the Publicity Lead. (The info previously submitted to the newsletter can be used if desired)

MFA mentor: Get the MFAs name on the large guild plaque (in the storage unit) and on their own small keepsake plaque (in the storage unit).

MFA: Prepare labels (short write-ups) to be hung with the quilts in their display

## **MARCH - THE QUILT SHOW**

MFA and MFA mentor: Set up the display (including the large guild plaque). Everything needed will come on the truck: frame, sheets, hangers, pins; the special captain's chair. Work can begin as soon as the sheets are up on the MFA frames.

MFA: During the duration of the quilt show, be available near their display to greet visitors and answer questions about their display or the guild. Short breaks are allowed, as needed, to eat, use the restroom, view other displays etc.

MFA: Select one quilt for the MFA ribbon and pin the ribbon on the quilt.

MFA mentor: Provide relief for the MFA, as needed, during the show.

MFA mentor - Help the MFA take down their display.