

GALLERY WALK 2010

LIST OF ITEMS THAT NEED TO BE DONE TO MAKE THE EXHIBITION A SUCCESS

This is the third year that we have participated in *Gallery Walk* at the City Government Center Atrium. Members of the Harrisburg Camera Club exhibit their works along side the youth photos from the Kids Camp/Wildwood Kids Camp photographs. The *Gallery Walk* opening reception last year drew over 350 people. It takes an enormous amount of help to hang the exhibit and pull off the opening reception. Over the last three years the bulk of the work has been done by Charlie Smith, Andy Hoff and Cliff and Carol Tooker. This year we need a substantial help from more members of the camera club in participation and learning what needs to be done to make this event a success. I hope that this article informs every one of the level of planning and the needs from the exhibition hanging through the opening reception and clean up and serves as a template for future *Gallery Walks* to follow.

BUDGET

The Budget for the reception is around \$350.00 to be split 50/50 between the HCC operating budget and the Kids Camp Budget.

HANGING THE EXHIBIT

The exhibition space consists of two separate locations in the City Hall ground floor Atrium. The Harrisburg Camera Club will hang on the wall via a chain and hook system. There is space to hold 25 prints no larger than 20 x 24. This space allotment is based on a mix of vertical and horizontal prints and a minimal amount of double hanging. The prints will have a tag in the bottom right corner that includes: *Members name, Title of the image and price.*

The Kids photographs are hung on panels provided by the city that are placed opposite the Harrisburg Camera Club in the area bounded by the elevators, windows and circular desk. The Kids Camp will generate between 30 - 34 16 x 20 photographs, 2 - 22 x 28 and the large sponsor board. Each print will have a small card in the bottom right corner with: *Image number, name and title of photograph on a Kid's Camp logoed card.*

Total pictures to hang about **60**. We (HCC) need to provide at a minimum chains and hooks for the Kids Camp photos and possibly for the HCC side depending on what the city has available. Estimated hanging time 3 to 4 hrs. The city provides the ladders. We may need to provide the bulk of the chains and hooks. That is 60 chains and 130 hooks.

FOOD

The food is of a light fare.

Tortilla Chips and Salsa:

For an estimated cost of less than \$100.00 (must pre-pay from El Rodeo Mexican Restaurant on the Carlisle Pike/Mechanicsburg as they may give us a 10% discount) pick up 12 large bags of Tortilla Chips, plus 12 large containers of Salsa. You **MUST** pre-order and pre-pay. You will need to work with the manager to pickup on Sunday morning at about 9 am. You will need to get a phone number that someone will answer, not the restaurants main number. The kitchen help is in early, but the manager and wait staff are in later, closer to Noon. Make sure arrangements to pick up the early are correct.

Cookies and Candy:

An estimated cost of \$80 will net 10 dozen cookies (recommend cookies without nuts) from either Costco or BJ's. Best choice Chocolate, Chocolate chip and Sugar cookies at about \$6.50/ two dozen. 2 – 48 oz. bags of individually wrapped gourmet chocolates (Kirkland brand-Costco or Ghirardelli from BJ's).

Beverages:

Water and soda are the choice liquid refreshments. The water is in 8oz.bottles that come 48 to a case (we need 5 cases at about \$8/case). Sodas are poured from 2 liter bottles and here are the suggested flavors: Coke 3 bottles, Diet Coke 2, Pepsi 3, Diet Pepsi 2, Root Beer 2 and Sprite 2.

Ice:

Glen Miller's, major grocery store chain or another beer outlet: 2 large bags and 4 small bags. The ice chills the salsa and water and is for the cups of soda.

NEEDED ACCESSORIES

***Paper Products: Estimated costs \$75.00**

4- 8' Plastic white table cloths
250 to 300 – 6oz. or 8oz. Plastic cups for the sodas
400 Hundred Count napkins
250 to 300 8" paper plates

Leftover paper products will be returned to the camera club for use in upcoming events.

***Items used in the Food Setup:**

- 1- Large chip/punch bowl to hold the tortilla chips
- 1- Large bowl to hold an ice cube base for the salsa mix containers to sit in.
- 1- Large bowl/plate for the wrapped candy
- 1- Large bowl for cubed ice that is used for the sodas cups
- 1 - Large tub or cooler to chill the water
- 2 - Trays or plates for the cookies
- 1 - Spoon for Salsa
- 2 - Ice tongs or large spoons

Windex and paper towels to clean up spills and the tables after the event.

***Save your receipts to get reimbursed from the HCC treasurer.**

***In the event of an anticipated inclement weather (rain) cut back the above by 1/3.**

MORNING OF THE RECEPTION – SETUP

Please plan to arrive 2 hours in advance say 9:00

The three tables need to be setup. The tables come from the city and they are setup in an L-shape on the open side, nearest the HCC wall exhibit. The plastic tablecloths are taped down and the blue or black skirt bunting is attached to the table. These tables will hold the sodas, cups, chips, salsa, ice, cookies, candy, plates, napkins and tub of bottled waters.

A fourth table will need to be setup near the front entrance as a reception/information and greeting station. This desk abuts the circular desk. The following items need to be at the reception desk and the adjacent circular desk:

HCC Information and Membership brochure

HCC newsletter

HCC print and price list

Voting slips for the top Youth photograph with pencils.

The outside signage will also need to be hung. This includes two side panels on metal frames that have the HCC vertical panel and the Kid's Camp vertical panel. Attached above them on a horizontal bar is the Harrisburg Camera Club sign. This setup appears as a portal to the entrance of City Hall.

See Charlie Smith to procure the following three items below:

- 1) Club Banners (3)
- 2) Gallery Walk Banner (1) and Flags (2)
- 3) Table Skirting

Recommended office supplies to bring along:

Notepad	100 golf pencils for voting
Pens	Business cards
Scissors	Tape

The last items before the opening are the finishing touches to the prints.

THE OPENING

Expect the people on the *Gallery Walk* to start filtering in as early as 10:30, a half hour before the official start time. This is why everything needs to be ready early. I would expect that the club will need **six volunteers** to cover from 9:00 to 1:00 for setup and meet and greet and a **second shift of six volunteers** to cover from 1:00 to 6:00 and cleanup.

The club will need to provide someone, if not, two members to constantly monitor the reception desk from 10:30 to 6:00 in the evening. On average for the whole day the exhibit draws a person per minute, but between 12 and 3 the exhibit draws closer to 3 per minute, so you must be on your toes. The number one responsibility for members at the reception desk number one is to greet the patrons with a hearty welcome and a smile and hand out the voting slips for the Kids photos. The number 2 job is to answer questions about the camera club and collect the voting slips.

We will need other members to monitor the food table to refill the food and water and also to keep the table clean. As the exhibition gets busy this station is vital. It never hurts to have extra members floating around to answer questions, promote the club or give guidance.

CLEAN UP

Clean up can start around 5:30 as the *Gallery Walk* patrons thin out. Clean up should go quickly.

The outside signage usually comes down first and this is a two or three person job. As you get closer to 6:00 the food table can be condensed to one table. The tables need to be wiped down and return to where they came from. Excess food can be divvied up among the members. The votes for the Kids Camp ballots need to be tallied and the reception table returned. The extra paper work stays at City Hall. The voting slips and the pencils are returned to the club.

All the prints will be removed on the last Friday of October. The Kids Camp prints are boxed in special containers and the members that have prints up in the HCC side of the exhibit will need to pick up their prints that Friday.

FINAL THOUGHTS

To make the *Gallery Walk* a success we need the full cooperation and help of the members of the camera club, not just the usual crew. This is like one day at Arts Fest with more set up time and less clean up time. Please plan to help with the event.