



MEMORANDUM

Date: March 26, 2018

To: Chairperson and Members of the Cultural Arts Commission

From: Catherine Lin, Senior Planner

Subject: **2018 High School Watercolor Art Contest**

A request was presented to staff by Ms. Vicki Tessier to suggest that the Cultural Arts Commission establish a working subcommittee to carry out the logistics for the 2018 High School Watercolor Art Contest and Exhibition ("Watercolor Contest"). While some of the tasks for the Watercolor Contest have been completed, the remaining tasks are listed below. Staff recommends that the Commission nominate and vote for a 3-person working committee to work with staff and Ms. Tessier to carry out the tasks.

- Work on budgeting for event
- Coordinate to have a flyer designed
- Print and distribute the flyer in various locations throughout the City
- Secure a venue for the art exhibition
- Distribute the competition guidelines to all high schools in Pomona
- Coordinate to have the competition announcement posted on City's social media
- Coordinate to ensure that information for the competition and art show gets published in other art catalogs and calendars in the community
- Follow up with high school art teachers, answer all questions from high school art teachers, students, and parents
- Collect submissions
- Organize submissions
- Enter all students information, school, name of art piece...etc in a database
- Coordinate judging of the art pieces at the April CAC meeting
- Send emails to winners and their teachers announcing results
- Coordinate with staff to have certificates made for winners
- Coordinate with staff to have checks prepared for winners' prize award
- Return non-winning pieces to high school art teachers
- If any winning entry are not matted, coordinate with the art teacher to have them matted so they can be hung on the wall for the art show
- Invite city council members, city commissioners, and local dignitaries to the art show's opening reception.
- Coordinate to have all winning entries hung at the art show the night before the art show

- Coordinate all details for the opening exhibition including refreshments, sound system, speakers, photography...etc.
- Process reimbursement checks after the event
- Photograph all the winning pieces
- Arrange to have the art pieces stored