

## FAQ

### **Art Night – When is it? What is it?**

**When** – April 28 from 6:30 – 8:30

**What** - Art night is a celebration of the students' art. It is an open house where students and their families walk around the hallways and visit the pods of Horace Mann admiring the students' art works. There will be creation stations where students can do art the night of to take home. There will be a raffle of class collaborative art items to be won. There will be a raffle of a few other items also donated by the community. It is Horace Mann's 10<sup>th</sup> Art Night so there will be some celebrating about that too.

### **Class Raffle Item - What is it? How to do it? When due?**

**What** - Every year each class creates from 1 to 3 pieces of art to be raffled off at art night. These items are collaboratively made by the students and range from greeting cards to book shelves to rugs.

**How** – Brainstorm ideas with other art docents or class parents. Check with Heidi Houghton ([hiho.lpk@frontier.com](mailto:hiho.lpk@frontier.com)) about what is left in your classroom budget (\$75) if you need to buy anything. Talk to Diane Decker ([diane\\_decker@msn.com](mailto:diane_decker@msn.com)) about materials we may already have that you can use. Talk to the teacher about a date or dates during April to get it done. The teacher can reserve the art room. Something else that can be done is setting up in the pod outside the classroom and taking out 4 kids at a time and asking them to put some finishing touch on the piece that does not take more than 5 minutes to do.

**When** - It is due April 28. Please drop off items off in the Art Room which is booked for the day.

### **Class Raffle Item Form - What is it? Where to find it? How to fill it out? When is it due?**

**What** – In order to raffle the art items Horace Mann must get a raffle license from the Washington State Gambling Commission. As per their rules, we need to keep on file a list of all items raffled with description and value. So we are just covering our behinds.

**Where & When** - you can find on line at the Horace Mann website under Activities, Art Docent Program, right where the FAQ's are found. It is due on April 21. You can fill out the form and send it back to me as an attachment or print it out and give it to me or put it in the Art Docent file in the Art Docent Mailbox in the Art Room.

**How** - Most of it is self explanatory. The value gets tricky. I usually take the material cost and add a retail markup for the creativity involved. Soooo think about how much the item would sell for at the Redmond Market or Fred Meyers as the case may be. I know it is difficult.

How many raffle boxes? You will only need one raffle box, even if you have multiple items, if all the items have been worked on by all the students and are identical looking. We would just pull out another ticket out of the box for another identical item. If multiple items are not identical and each item was only worked on by 1/3 of the students then you would want multiple raffle boxes so that people could win the color they want or the one that their child worked on.

### **Hanging Art – Where hang it? Who hangs it? How to hang it? What to hang? When to hang it? When to take it down? Then what?**

**Where** - On the walls in the pod or hallway near your classroom. It is first come, first serve. Hang ‘em high, hang ‘em low. The walls should be plastered with art. In the gym you should hang the students’ art works that relates to the theme Picasso Palooza.

**Who** – Art Docents hang up the art works. No one should be working by herself. It really goes a lot faster with at least 2 people so ask for help from fellow art docents or other parents in the class.

**How** – Use the blue tape it is least likely to peel the paint. You can also use the cork strips with pins or staples. Please add a descriptive note that explains the art concepts covered in a particular project.

**What** - Dig out 4 to 5 art projects and save the theme project for the Gym.

**When** - You can start hanging the art on April 25 through April 28. Just be courteous and quiet because there is still learning going on. The theme project can be hung only on April 28 as soon as school gets out.

**Down** – Take the theme art down at 8:30 on April 28. Sometimes the clean up crew helps with that. Take the rest of the art down between April 29 and May 5. Again more than one of you makes it go faster. Please be quiet.

**What then** - Sort all artworks by student and give them to the teacher to send home during the month. I usually make an envelope out of tagboard or large piece of construction paper and label each with student’s name and fill it with their art work. Lead one more art class if the schedule allows. Fill out a reimbursement form (find at Horace Mann website) and attach receipts. Leave for Heidi in Art Docent mailbox or give to Heidi in back courtyard.