

Helpful Hints for Representatives Managing their School's Painting Rotations

Initial Painting Pickup -- Sept 19th at the Board of Ed

- Park in the **back parking lot** by the little **hobbit door** with cones. Watch your head!
- You will get **2 collections of approximately 8 paintings each**. Make sure you have room in your car.
- **Come at your allotted time** to keep the process smooth. If you cannot make that time, please call or text.

Hanging the Paintings After the Initial Painting Pickup and Each Rotation

- **Bring a copy of the collections list and compare it to the paintings you receive.** If what you have does not perfectly match the list, contact Stacey or Lisa.
- **If the frame or Plexi are dirty**, please give them a wipe down with **GLASS PLUS Ammonia free** cleaner. Ammonia ruins plexi glass!!!!
- **If the frame needs a bit of paint or stain, or if the bag is in major disrepair**, e-mail or text Lisa or Stacey, so they can add it to the maintenance list.
- **If a frame that is very loose, making it unsafe to hang**, please do not hang it, and e-mail or text Stacey or Lisa so we can add it to the repair list.
- **Keep all the empty bags from a collection together**, one inside the other if possible. Experienced docents or the school secretary probably have a place where they are kept during the rotation!

Sharing and Enjoying the Artwork

- **Be sure to your docents have access to the rotation schedule**, (you can direct them to the website) so they know a painting will be there when they need it. Borrowed paintings must be back in time for the next rotation.
- Sometimes a **docent from another school will want to borrow a painting from your school, or one of your docents will want to borrow a painting from another school**. This is fine, just let Stacey and Lisa know, and be sure that the painting is returned in time for the next rotation.

Packing the Paintings for the Rotations

- After the initial painting pickup, the board of ed drivers will help rotate the paintings from school to school as per the schedule. (Reps will get a reminder at the beginning of a rotation week.) **Only one collection gets rotated each cycle. It will always be the LOWER NUMBER PAINTING (unless you have the collections 29 and 1, in which case 29 gets rotated, as it is the last collection.)**
- **Bring a copy of the collections list and compare it to the paintings as you pack.** If what you have does not perfectly match the list, or if any bags are missing contact Stacey or Lisa, and the receiving school reps.
- **Paintings MUST BE packed by Wednesday for Thursday rotation.** The board of ed drivers will pick up your outgoing collection, and deliver your incoming collection.
 - Schools generally have a **designated location for pickup and dropoff** -- ask your seasoned reps or the secretary.
 - **It is NOT the board of ed drivers' responsibility to know which collections they are picking up and delivering;** they take what is in the designated area, and drop off in the designated area. **It is up to the reps to make sure it runs smoothly** by making sure everything is ready to go, in the right location.
 - **If you miss the rotation, you will need to coordinate with the receiving school** to make sure they get the collection they are due to receive from you.

Our numbers are:

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Thanks for all you do- TICTOC would not run without you!!!! Lisa and Stacey