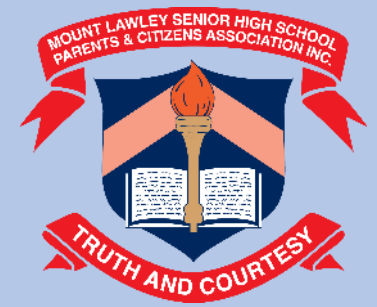


LAA BACKGROUND OPERATIONAL INFORMATION

FOR NEW COMMITTEE MEMBERS



- The face to face event is a really fun night which includes musical entertainment by students, a bar, nibbles and of course the amazing art. It's a great showcase of the school and a way to build community links/engagement.
- As the aim of the auction is to raise as much money as possible for the SVAPA and Music programmes, the auction is run on a very small and tight budget. The committee tries to get most items sponsored, or at least discounted.
- Whilst fundraising is our main focus, maintaining a strong and respectful relationship with artists is key to LAA's success. Many of the artists have been supporting LAA since its very early days.
- There are LAA social media accounts on Facebook and Instagram (inactive account on Twitter), which committee members are encouraged to follow and are able to share posts from to promote LAA at different stages.
- Artwork is submitted via the LAA website by **professional** artists who either donate their work as a 100% donation or for a 60(artist)/40(school) split.
- Artwork is delivered to the school by the artists on a pre-determined (Sunday) date (usually the beginning of May). The artwork drop off day is a significant event in the timeline – contact with artists, publicity, kids get involved, we get to see the artwork for the first time up close and there's lots of wrapping!
- Artwork is photographed at drop off day (if the photo is not already supplied by the artist) and design of the catalogue begins.



LAA BACKGROUND OPERATIONAL INFORMATION

FOR NEW COMMITTEE MEMBERS

- Submitted artwork is reviewed by a small group within the committee for quality, format/size of piece and there's a limit to how many pieces each artist can submit.
- Selection for auction or gallery is made by Curating team and other interested committee members. Time is of the essence on the night, so there is finite number of pieces included in the auction versus gallery.
- The artwork goes live for viewing on the LAA website usually two weeks prior to the event.
- Parent volunteers are called on to assist with a setup afternoon/evening on the Friday before the event (after school finishes at 3pm), the Saturday of the event throughout the day/evening and a tear-down day on the Sunday after the event (usually from 11am – 3pm). There are many different jobs to be undertaken and these are managed through Sign Up Genius by the Volunteer Coordinator.
- Students have the opportunity to volunteer on the night and the jobs they do are essential to the smooth operation of the night - also organised via Sign Up Genius closer to the event.
- The auction is held in the Senior School building, using both levels.
- On Friday afternoon before 3pm the senior school students take all the classroom desks and chairs to the canteen to be stored. They all have to be returned and set up in the exact same position as they were on Friday (this is part of the tear-down work on Sunday). It is imperative that the Senior School building is returned to exactly the same condition as it was before the event.




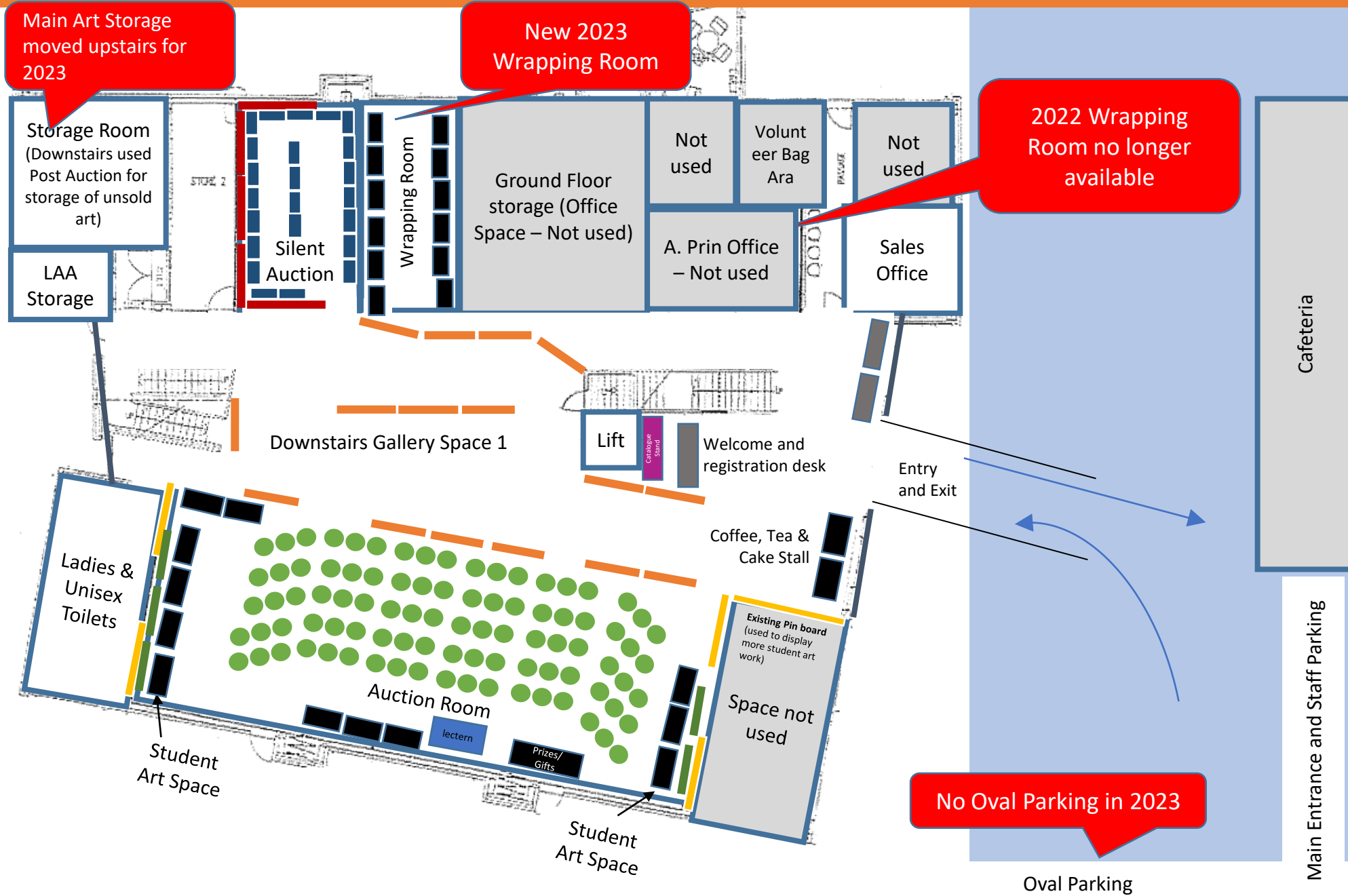
LAA BACKGROUND OPERATIONAL INFORMATION

FOR NEW COMMITTEE MEMBERS

- There are four main parts to the auction:
 - Live auction – artworks can be viewed on the ground and upper floors from 5pm on the day of the auction. The auction is run by a professional auctioneer who has donated his time to LAA to undertake this role.
 - The Irving Gallery – artworks can be immediately purchased at a set price and artworks are displayed in the Irving Gallery (usually on the ground floor but in 2023 it moved upstairs).
 - Silent Auction – artworks as well as other sponsored items such as hampers, getaways, entertainment/performance vouchers are available to bid on and are displayed in their own area (in 2021 and 2022 it was placed next to the Irving Gallery and in 2023 it was downstairs next to the wrapping room). There was an Online Silent Auction held for the first time in 2022 which was very successful and replicated its success in 2023.
 - Raffle – selection of sponsored items are packaged up into raffles and tickets are available to purchase on the night of the auction, and are drawn prior to the live auction taking place.
- The bar usually generates a nice contribution to the night's profits. Sales of coffee and cake have potential as fundraisers.
- If artwork is not sold at auction, a negotiator may approach bidders, mindful of the pre-agreed minimum fee to the artist.
- After the auction all artists are informed whether their artwork sold or not. All artwork which was not sold is collected by the artists one week after the event.
- A list of "second chance sales" is distributed to the registered bidders after the event of all the unsold artwork. We have sold artwork via this means in both 2022 when it was first introduced, and again in 2023.
- Finalizing sales and collection of auctioned items (art and other) can take a bit of effort by the committee in the weeks after the event.

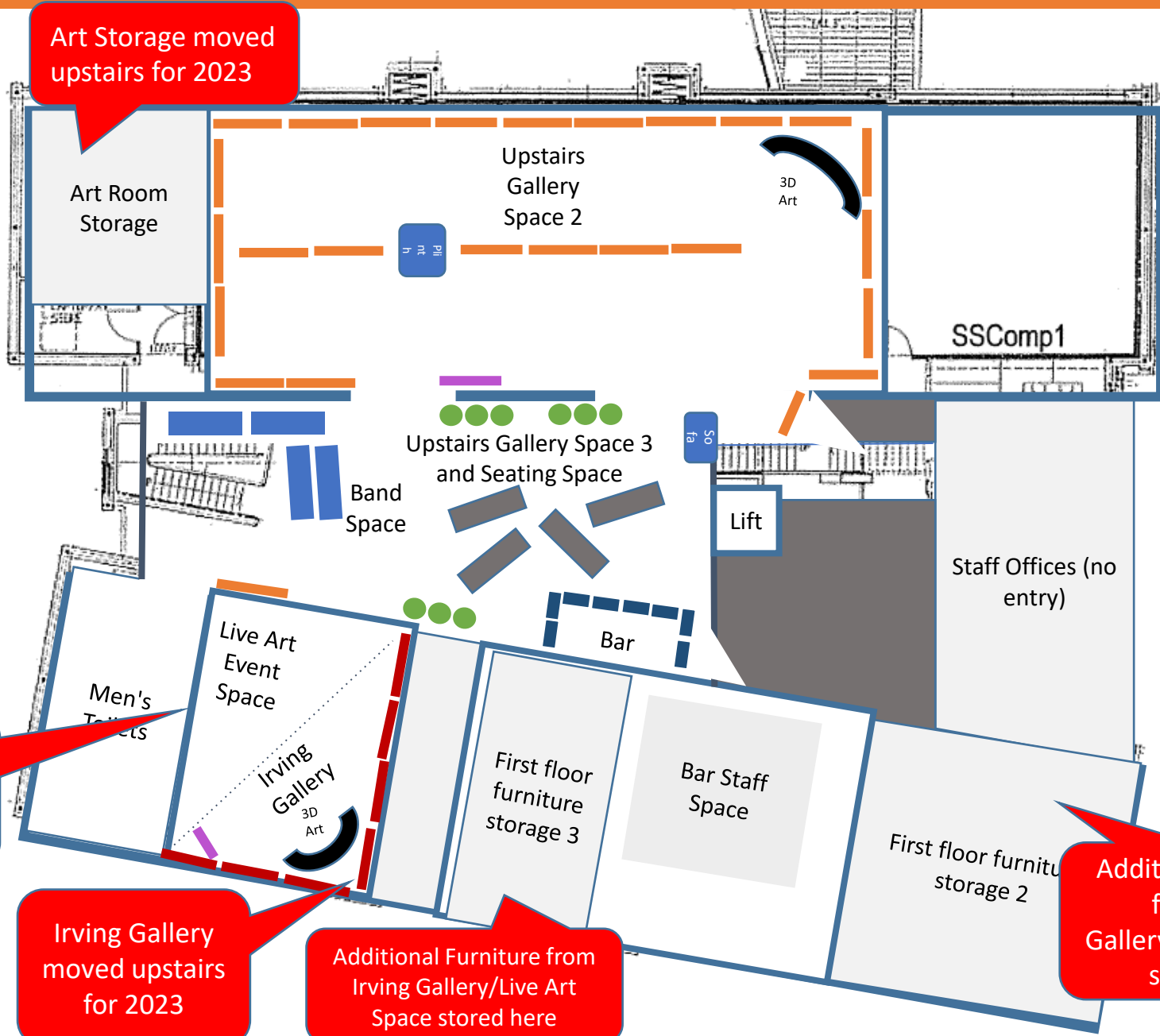
Legend

-  Curved table
-  Tall Tables (Art Tables)
-  Double Desk (black fabric)
-  Single Desk (black fabric)
-  Fencing Panel - White Fabric
-  Fencing Panel - Black Fabric
-  Art Easel
-  Stage
-  Seating
-  In Situ Pin Board
-  Black pin boards (from tricycle theatre)



Legend

- Curved table
- Tall Tables (Art Tables)
- Double Desk (black fabric)
- Single Desk (black fabric)
- Fencing Panel - White Fabric
- Fencing Panel - Black Fabric
- Art Easel
- Stage
- Seating
- In Situ Pin Board



Art Storage moved upstairs for 2023

NEW Live Art Event Space

Irving Gallery moved upstairs for 2023

Additional Furniture from Irving Gallery/Live Art Space stored here

Additional Furniture from Irving Gallery/Live Art Space stored here



SETUP PHOTOS

Ground floor entrance

Entrance table for raffle displays and ticket purchases, catalogue purchases, general information



SETUP PHOTOS

Ground floor entrance

- Art is displayed on fencing panels which are covered in calico.
- The fencing panels are a hired item and an allocated budget expense.
- The calico covers are owned.
- Calico covers have been sewn to be pulled over the panels like a sock.
- Some set-up equipment is kept at the school and used from one LAA to the next e.g. calico for displays, but other equipment is hired e.g. fencing, or resourced from committee members, school community and other contacts e.g. lighting for displays





SETUP PHOTOS

Ground floor middle section



SETUP PHOTOS

Ground floor middle section

SETUP PHOTOS

Ground floor middle section











SETUP PHOTOS

Auction room

- MSHS student artwork is set up on the sides of the main auction room by the art teachers
- Student artwork is displayed on the night but are not for sale as part of auction or gallery

SETUP PHOTOS

Auction room

- SVAPA student artwork is set up on the sides of the main auction room by the SVAPA art teachers
- Student artwork is displayed on the night but are not for sale as part of auction or gallery





SETUP PHOTOS

Auction room





SETUP PHOTOS

Irving Gallery Upstairs in 2023

- Black calico is used for this area to differentiate it from the main art galleries
- The black calico is owned



SETUP PHOTOS

Irving Gallery



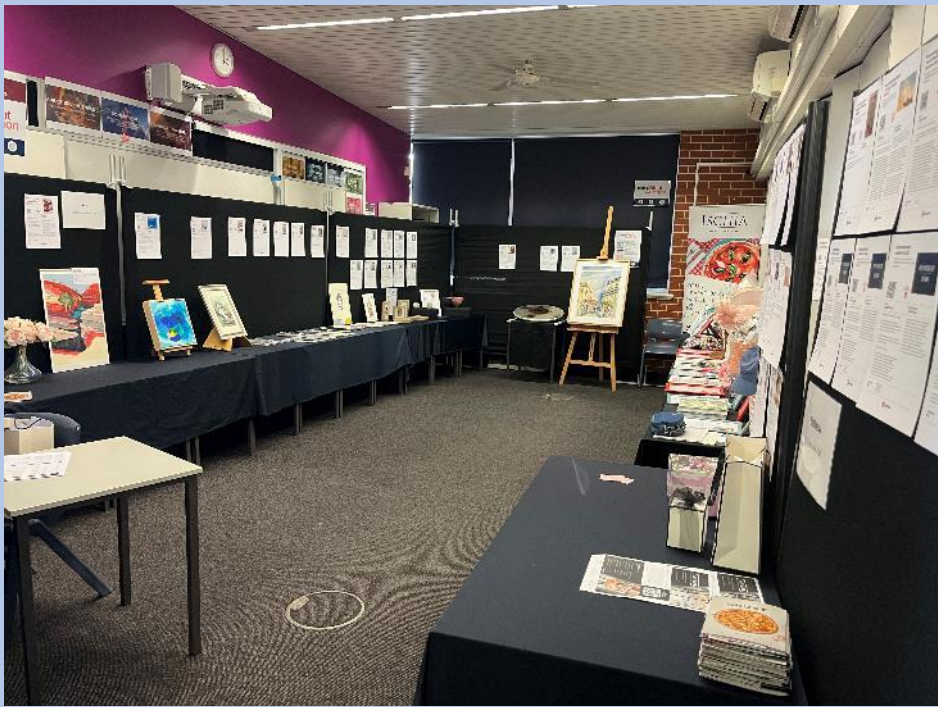
In 2023 half of the Irving Gallery was used as a space for a live artist demonstration



SETUP PHOTOS

Silent Auction

In 2023 the Silent Auction was in the room next to the wrapping room. This proved to be a very small space and (depending on the number of items in the Silent Auction in 2024) may need to be moved to a different space



SETUP PHOTOS

Silent Auction





SETUP PHOTOS

Wrapping room

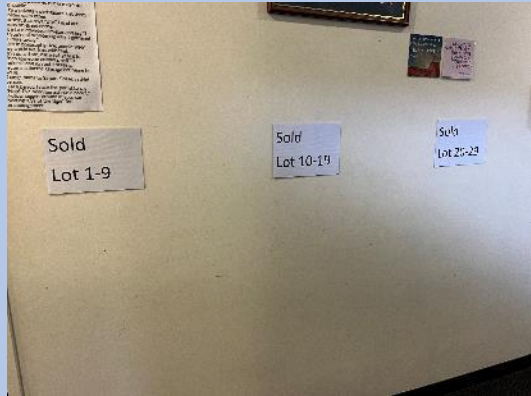
In 2023 the Wrapping room moved to a bigger room than previous events and it was able to be much more organised.



SETUP PHOTOS

Wrapping room

It was very helpful to use the pigeon holes for storage of wrapping and the whole of the passage for storage of sold artwork



SETUP PHOTOS

Upper floor gallery





SETUP PHOTOS

Upper floor gallery

SETUP PHOTOS

Upper floor gallery



SETUP PHOTOS

Upper floor gallery





SETUP PHOTOS

Upper floor – bar area



SETUP PHOTOS

Upper floor –
band area & bar/social area





SETUP PHOTOS

Upper floor –
band area & bar/social area









SETUP PHOTOS

Sales office (right)





LAA is a great event where fantastic connections and friendships are made, while contributing to a very worthy cause.

Welcome!