

Transfer of Guild documents and other items to the Heard Museum Billie Jane Baguley Library and Archives:

1. Indian Fair & Market Chair:

The Indian Fair & Market Chair is responsible for ensuring that all information listed below is transferred to the Library and Archives. If possible transfer all the items at the same time.

- Forms
 - Blank sample of any forms used
 - Completed Fair application forms
 - Completed Juried Competition forms
- Sample of any packets sent to artists
- Entry requirements
- Any reports generated (by Committee Chairs and Fair Coordinator)
- Juried Competition
 - Classifications and Divisions lists and descriptions
 - Receiving and Runner instructions
 - Anything else that was in the Thursday binder
 - Judging rules
- Winners list
- Marketing
 - Advertising copy/images
 - Posters/rack cards, etc
 - Brochures
- Printed list of artists (handed out at Fair)
- Plan of Fair site (handed out at Fair)
- Photographs (thumb drive or CD OK)
- Juried Comp photos (taken during receiving)
- Any other photos (with people identified if possible)
- List of performers
- Any other material not listed above which relates to the Indian Fair & Market (Note: do not include copies of e-mails)