

Rocklin Fine Arts

2026 RFA Juried Show Planning

Created By: Rocklin Fine Arts

Dates are in mm/dd/yyyy. Times are shown in PST.

12/20/2025 (Sat.) - ONLINE

CO-CHAIR LISTINGS

Name: **Rocklin Fine Arts**

Email: rocklinfineart@gmail.com

Phone:

(1)

CO-CHAIRS AGREE
TO BE IN CHARGE
OR BACK-UP AND
TO SIGN UP FOR A
TASK IN THEIR
AREA

12/20 Publicity Co-Chairs (2)

Name:

Email:

Phone:

In Charge of Notifying
TV News Media,
Flyers Distribution
Online Calendars, ec.

Name:

Email:

Phone:

12/20 Online Co-Chairs (3)

Name:

Email:

Phone:

Create Show Entry
Forms, Send
Notifications, Create
Online Artwork
Gallery,

Name:

Email:

Phone:

Name:

Email:

Phone:

12/20 Receiving Co-Chair (2)

Name:

Email:

Phone:

In Charge of
Receiving Artwork,
Logging, Title Cards,
Artwork List

Name:

Email:

Phone:

12/20 Raffle Basket Co-Chairs (2)

Name:

Email:

Phone:

In Charge of Building
Raffle Baskets
Thursday & Getting
Them Transported to
Springview Hall on
Friday

Name:

Email:

Phone:

12/20 Set Up Co-Chairs (2)

Name: **Robin Gleason**

Email: gleason2@pacbell.net

Phone:

In Charge of Setting
up Panels, Tables &
Supplies for
Receiving & Then for
the Show

Name:

Email:

Phone:

12/20 Hanging Co-Chairs (2)

Name: **Robin Gleason**

Email: gleason2@pacbell.net

Phone:

In Charge of Stacking
& Then Hanging
Artwork After Logged
by Receiving

Name:

Email:

Phone:

12/20 Refreshment Co-Chair (2) <i>In Charge of Refreshments for Reception Including Clean up of Kitchen & Refreshment Tables</i>	Name:	Email:	Phone:
	Name:	Email:	Phone:
12/20 Signage Co-Chairs (2) <i>Create New Placement Diagram, Organize Signage</i>	Name:	Email:	Phone:
	Name:	Email:	Phone:
12/20 Art Participation Co-Chair (2) <i>In Charge of Coordinating Demos/Activities</i>	Name:	Email:	Phone:
	Name:	Email:	Phone:
12/20 Check Out Co-Chair (2) <i>In Charge of Artwork Check Out by Artists or Buyers</i>	Name:	Email:	Phone:
	Name:	Email:	Phone:
12/20 Clean-Up Co-Chair (2) <i>In Charge of Panel Tear Down & Storage of Panels & Supplies</i>	Name:	Email:	Phone:
	Name:	Email:	Phone:

12/20/2025 (Sat. 9:00AM - 5:00PM) - ONLINE

12/20 Committee for Publicity (3) <i>1/3 through 2/18 Committee Members to help Publicity Co-Chair, Create Marketing Templates for Artists / art Clubs, Guests, Students</i>	Name:	Email:	Phone:
	Name:	Email:	Phone:
	Name:	Email:	Phone:
12/20 by 12/20 Order Postcards for Distribution (1) <i>Order Postcards for Show Publicity to hand out at General Meeting 1/19</i>	Name: Kristi Warren	Email: kristilwarren@sbcglobal.net	Phone:

01/05/2026 (Mon. 8:00AM - 10:00AM) - ONLINE

1/5 Submit Floor Plan for Show (1) <i>Check that Floor Plan is Submitted Correctly for Show and Update if Necessary</i>	Name: Robin Gleason	Email: gleason2@pacbell.net	Phone:
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01/11/2026 (Sun.) - SENIOR ROOM at PARKS DEPT - JOHNSON SPRINGVIEW PARK

1/23 Thurs. JANUARY GENERAL MEETING - TIMELINE MARKER (1) <i>(TIMELINE MARKER)</i>	Name: Rocklin Fine Arts	Email: rocklinfineart@gmail.com	Phone:
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1/23 Thurs. ALL RFA MEMBERS Distribute Flyers for the Show & to Post on Social Media & E-Mail Friends (1) <i>(TIMELINE MARKER)</i>	Name:	Email:	Phone:
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01/11/2026 (Sun. 12:00AM - 1:00PM) - SPRINGVIEW MINI STORAGE

1/23 Thurs. Verify Ribbons and Certificates (1)
Verify Ribbons & Certificates are Available or Order More

Name: _____ Email: _____ Phone: _____

1/23 Thurs 12 - 1 Organize Show Supplies for Moving to Springview Hall. (2)
Organize Show Supplies To Be Moved - Coordinate With Rocklin Parks Dept.

Name: **Robin Gleason** Email: **gleason2@pacbell.net** Phone: _____

Name: _____ Email: _____ Phone: _____

1/23 Thurs. Paint Easels after Thursday's RFA meeting (1)
IF NEEDED Touch up black easels that need paint after Thursday's RFA meeting, provide black paint and brush

Name: **Robin Gleason** Email: **gleason2@pacbell.net** Phone: _____

01/29/2026 (Thu. 9:00AM - 5:00PM) - ONLINE

2/10 - 2/20 Test Online Gallery by Board & Show Chair (2)

Name: _____ Email: _____ Phone: _____

Name: _____ Email: _____ Phone: _____

2/10 Mon Assign Award Categories & Update Database (1)
Assign Award Categories & Update Database

Name: _____ Email: _____ Phone: _____

02/05/2026 (Thu.) - VARIOUS LOCATIONS

2/17 Email show invitation to guest lists (1)

Name:

Email:

Phone:

2/17 Mon Create Artwork Checklist for Checks, Certificates, Website (1)

Name:

Email:

Phone:

Create Artwork Checklist for Use by Website, Receiving, Judging, Awards/Certificates

2/17 Thurs Print Juror Forms for Juror to Use (1)

Name:

Email:

Phone:

Print Juror List of Artwork by Category & Without Artist Names

2/17 Create Art Title Tags (1)

Name:

Email:

Phone:

2/17 Mon. Promotional Materials Ready for November & December Sketchcrawls & November Guest Speaker. (1)

Name:

Email:

Phone:

02/09/2026 (Mon. 11:59PM - 11:59PM) - MIDNIGHT

2/9 Mon. 11:59 PM DEADLINE FOR ENTRIES AND IMAGE UPLOADS (1)

Name: **Rocklin Fine Arts**

Email: rocklinfineart@gmail.com

Phone:

(TIMELINE MARKER)

02/19/2026 (Thu. 10:00AM - 12:00PM) - SENIOR ROOM at PARKS DEPT - JOHNSON SPRINGVIEW PARK

2/19 Thurs. FEBRUARY GENERAL MEETING (1)

Name: **Rocklin Fine Arts**

Email: rocklinfineart@gmail.com

Phone:

(TIMELINE MARKER)

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