

Arrangers Procedures: Day-by-Day

Thursday, October 17, 2019

7:30am – 10:30am: DeWitt Entrance

Come and park near **the tented area**. CAM Staff and the Art in Bloom Volunteers will be on hand to greet, guide and escort you through check-in with your floral arrangement(s).

Check-In

1. After entering the DeWitt Entrance, pick up your packet of information arranged alphabetically by last name on the table, organized by arrangers' last names.
2. Next stop: For convenience, plan on showing your signed Property Pass form. At the Check-in Station, verify the information (obtained from your Place Card) that appears on your arrangement Display Card. For this reason it's convenient for you to bring a copy of your submitted Place Card.
3. Optionally you may refresh your arrangement by watering it. **PLEASE DO NOT ASSEMBLE YOUR ARRANGEMENT ONCE INSIDE THE MUSEUM.**
4. Follow signs or a volunteer to have your arrangement inspected by CAM staff. From this point forward you're not permitted to touch your arrangement during Art in Bloom until you retrieve it on Monday morning.
5. After inspection, follow a CAM employee or AIB volunteer escorting you with your arrangement on a cart to the gallery where you are assigned artwork.
6. The employee or volunteer will and set your arrangement on the pedestal.
7. Kindly return to the DeWitt Entrance area. There you may enjoy lite refreshment and wait until the museum opens at 11:00 a.m.

If your arrangement or Display Card are not complete or your arrangement needs finishing touches due to transportation, please:

- A. Pickup your packet of information off the table, organized via last name, once you enter through the DeWitt doors.
- B. If you need to edit your place card, keep your arrangement on your cart and go into the **Castellini Foundation Room. Stop at the Computer Desk.**
- C. If you need to slightly adjust on materials in your arrangement, head to a table in the **Castellini Foundation Room** and unload it from the cart (return the cart to a volunteer) and make your adjustments. When you've completed this, ask a volunteer for a cart to move you and your arrangement to the next check-in step.

Proceed to **Step 4** and thereafter above.

Watering of your arrangement

Volunteers will be watering the requested arrangements on **Saturday October 19 from 9 a.m. – 11 a.m.** You are not allowed to come to the museum and water your own arrangement.

Monday, October 21, 2019

Monday between **10 a.m. and 3 p.m.** you may return to the museum to retrieve your arrangement. Enter the **DeWitt Entrance**, all arrangements will in the **Castellini Foundation Room**. After 3 p.m., arrangements left in the museum will be discarded or donated.