



# BAY AREA FRIENDS of the FINE ARTS

Mailing: PO Box 16, Bayport NY 11705  
Office/Gallery: 47 Gillette Ave, Sayville NY 11782

[www.baffa.org](http://www.baffa.org)  
(631) 589-7343  
Office Open:  
Tuesdays & Thursdays  
10am to 2:30pm

January 2024

Dear Elementary School Art Teacher,

We are delighted that your school will be participating in our **Annual Elementary School Art Exhibit** on **March 2<sup>nd</sup>** and **March 3<sup>rd</sup> 2024** from **1- 4pm**.

This year we are going to have a program listing the names of all the students in each school who have work exhibited at the **BAFFA Art Gallery**. It is important that all the schools are represented equally. For that reason, please limit your entries to 25/teacher or 75 for each school district. Due to space constraints, please limit the three-dimensional pieces to 5-8 per school.

All work must be mounted on black construction paper and ready to hang. A label with the student's name, school, grade, and art teacher should be affixed to the bottom, right corner of the artwork. Labels for sculptures will be in folded into a "tent." (Template included.) If you have any questions or concerns please let me know.

To help us be able to print the program on time, we ask that you type your student's names and grade level on the Student List. (Form included.) Please email this list to Jeanette Leonard at [gallerydirector@baffa.org](mailto:gallerydirector@baffa.org) by Friday, February 23rd. **Please make sure the children's names are spelled correctly.**

In this electronic packet, please find the following:

1. This cover letter
2. Letter of congratulations for your students
3. Invitation for the students to bring home
4. Student List – PLEASE TYPE the student's name and grade level
5. Label template

**This year teachers will be hanging the artwork on Tuesday, February 27<sup>th</sup> starting at 3:00pm until 4:30pm.** Please come to the BAFFA entrance of the Gillette House, which is the door on the south side of the building. Work may be picked up on **Tuesday, March 5<sup>th</sup> at 3:00pm until 4:30pm.** Please let us know if these times are a problem for you and we will try to accommodate you. Contact Jeanette Leonard via email at [gallerydirector@baffa.org](mailto:gallerydirector@baffa.org) or via cell phone (516) 445-3492. Thank you for your cooperation. We look forward to another successful show!

Sincerely,  
*Jeanette Leonard*

Student Art Show Chairperson