

## Guidelines for Managers of Art Shows

- Gather information on artist/s and show. Need bio, photos of work, and artist's description of exhibit
  - Define dates of exhibition
- Work with Stephanie Ihnat throughout the process (x836). She'll assist with all publicity, printed materials, reserving of spaces, etc.
  - Call Fine Arts Office for scheduling access to rooms where shows will be hung and taken down to have clear time for hanging show
- Publicity for exhibit - Messenger deadline
  - Bulletin deadline
  - Announcements and invitations, if any
  - Press releases to ML Times, ML Life, etc.
- Reception - Type, when, where, volunteer hosting, coordinated with other church events and time
- Show Areas: Conference Room, Lobby, Witherspoon Parlor, Other
- Call office to insure works of art during exhibit times (Bill Thomas x859).
- Hanging Shows - Tools, Tape, Screw Drivers, Hanging Rods, Scissors, Clips Measuring Tape, Ruler, Whiteout, Red Dots, These are kept in the storage room near the Conference Room and is locked and access is made with arrangements with Frank or at the Front Desk
- Sculpture Stands are kept in the basement and you need to contact Bill Thomas to access room
- Schedule hanging and dismantling with BMPC reception desk to times available to the hanging committee
- Artist to complete form with information on work and all information in connection to the work of art (Form in file at FAC/BMPC)
- Labels - Typed with name of artist & title of work – and Price (if for sale)
- Statement of Show - Typed and placed in Frame to be hung at the starting point of exhibit
- Photograph artist/s at reception
- Send thank you notes to artist/s participating in the show.
- Any sculpture stands used are returned to the basement in the Conference Center.
- Any rods used for hanging are returned to hall closet between Conference Room and Witherspoon.