**Findlay Art League Guidelines for Exhibits or Juried Shows**

**2018**

**Gallery Exhibit Rules for Artists**

* Only original work will be accepted
* Each entry must have artist tag, attached including name, medium, price or NFS and title
* Art League gets 25% commission on each artwork sold
* Artwork may not be removed, substituted, or changed from show.
* FAL is not responsible for damage or loss of submitted artwork (Artist may provide own insurance)
* Price of artwork includes frame
* Hanging artwork must have wire hangers; no saw-toothed hangers will be accepted
* Wine and beer may be served at receptions, but cannot be sold. Donations are encouraged.
* Artwork accepted into an FAL show should not be submitted to another FAL show
* To protect Artwork no entry will exceed an outside-frame dimension of 60 total inches (add one length plus one width to calculate). The weight of each hanging entry must be less than 30 lbs.

**Judged/Juried Shows**

* Show committee meets 3 months (or earlier) prior to show. Plan to divide up the tasks among the committee members and include **President** on all emails and decisions.
* Dates for shows and intake are already established. Check with Gallery Chair and President.
* Use FAL template for **prospectus.** (available on lap-top or flash drive) email to members and print enough (25) to have available in gallery. Mail to members who do not have email. (check with membership chair for list)
* **Create** **a poster** for advertising important dates and details. A call for artists should be submitted to news sources 3 months or more before a juried show. This can be sent to newspapers and placed in high-traffic businesses around town/emailed to University’s and the FAL membership.
* **Responsible** for finding volunteers to help with intake, take down and opening reception. Provide a sign up sheet at any FAL meeting.
* Take in artwork on the Thursday and Saturday one week before the opening reception. (Thursday 6-8pm, Saturday 9-12pm)
* Juried Show Committees have a budget of $300 for printing, advertising, and judge cost. (Keep and turn in all receipts at the end of the show to the Treasurer- place in tray in office)
* The goal is to make more money than you spend. So keep your budget in mind and be frugal.
* **The goal:** Registration money determinesaward amounts. Typical awards are 1st place: $300, 2nd place: $200, and 3rd place $100 with 4 honorable mentions. If you are unsure you will meet these award costs, try to find a sponsor for the first place prize or all prizes.
* **The FAL board will arrange for a non-biased judge(s)- Someone outside of Findlay and not familiar to artists**
* Provide guidelines for judge i.e.: **gallery can accommodate 65 hanging pieces of art.** Also, include guidelines for awards.
* During intake, artwork must be handled with care. Wear white gallery gloves for handling artwork to avoid fingerprints. Do not stack artwork against each other without cardboard.
* Record entries and number them upon intake: include: NUMBER, title, name of artist and contact info. (Computer or on paper is acceptable- both templates are available) Use post- it -notes with corresponding number and place on the front of the artwork frame.
* Check for appropriate presentation and **plagiarism**. (See Gallery Exhibit Rules for Artists)
* Collect entry fees and arrange a time for the treasurer to pick it up. **Do not leave money in the gallery- TAKE it HOME.**
* Hang show (usually after the judging occurs on Saturday) Three people is plenty to do this
* Create labels for artworks showing artist, title, medium and price and hang beside artwork
* Provide News Release of winners with photo of 1st place winner to news outlets
* Use University of Findlay for your printing needs. They are cash only. Keep your receipt and give to treasurer to be reimbursed. I.e. Programs, Prospectus, Poster, name tags.
* **Create programs for the opening reception (order 75 programs) from University of Findlay, tax-free with FAL. Contact president if you cannot arrange pick up. Programs must include artists name, title and price of work; Judge’s comments; Names of Supporting Members (posted in the gallery); *Visit Findlay Logo*; and *Community Foundation logo.***
* Arrange for refreshments for reception (you can create a sign up sheet for members, your committee members or use your show budget)
* Arrange award checks to be written by Treasurer or President prior to the night of the opening.
* Hand out awards at reception (7pm) and provide designation for award winning work (may be ribbons, certificate etc.)
* Take down show on time, and arrange for two (2) pick-up times/days for artists. (work is stored in office)
* Include a clause in the prospectus saying that any artwork left, one **month after pickup date,** becomes property of FAL.
* Complete **summary form** (provided in show notebook) at the end of the show and submit to Treasurer.

**Solo and Group Shows**

* Artist must submit a written request (form is in notebook in office) for a solo show to gallery chair. **MAKE ARRANGEMENTS WITH EXHIBIT DIRECTOR: PHIL SUGDEN (2019)**
* Artist(s) is (are) responsible for organizing all aspects of exhibit. I.e.: hanging, reception, and advertising.
* A show summary must be completed and two copies must be submitted one to EXHIBIT/DIRECTOR and one to the Treasurer at the end of the show.
* 25% of all sales from show goes to FAL
* **State sales tax** should be included on all sales

**Annual Shows**

**May Show**

* Active members only (Attends meetings, gallery sits, or volunteers in some way)
* Opening coincides with yearly ***Spring Art Walk*** (first Friday in May)

**Fall Juried Show**

* Open to FAL members and artists living within a 150-mile radius 17 years and older
* Opening coincides with yearly ***Fall Art Walk*** in November (first Friday in November)

**Photo Juried Show**

* Open to FAL members and artists living within a 150-mile radius 17 years and older
* Work must begin in a Camera.
* Takes place in February/March

**Invitational or New Juried Shows**

* As determined by interest of membership
* Written proposal must be submitted to Board of Trustees
* **Student Art Shows** (Two shows: One for K-5th students; one for 6-12th grade students)
	+ Open to all Art Teachers in Findlay City and Hancock County who are invited to submit a limited number of student pieces.
* Student art must be matted, mounted, or framed, and should be clearly labeled in lower right hand corner with title, medium, name, grade, and school attended
* Students must sign a waiver releasing FAL from liability in case of damage to artwork.
	+ Locate and provide a judge
	+ Participation Certificates are presented to each student. The chair of the show acquires award Ribbons for 1st, 2nd, 3rd, and honorable mentions.
	+ Provide a news Release to the Courier that lists award winners and show hours.
	+ Designate hours for teacher pick-up of artwork

**2018 Contact info:**

President: Kathryn Strong, findlayartleague@gmail.com, 765-412-3687 (any questions or help needed)

Treasurer: Paul Sears, drpaulsears@desireltd.com, 567-301-2486

Gallery Chair: Phil Sugden, SugdenP@bluffton.edu, 419-422-0498

Newsletter : TBD

Facebook: Ashley Donaldson, ashleyn.donaldson@gmail.com

University of Findlay Print Shop: Tony Wenzinger, printservices@findlay.edu,

 419-434-4599

Courier/ News release: Brenna Griteman, brennagriteman@thecourier.com

Courier/ Weekend: Get Out Section: Robert Waddle, robertwaddle@thecourier.com