

## AaCP Featured Artist Show Guidelines

**Purpose:** To give AaCP member artists an opportunity to showcase their work  
To challenge member artists to explore new methods, techniques, etc.  
To benefit from a press release and an opening reception

Two member artists will be featured each exhibit period – one 2D and one 3D. Jean Barnes Downs will coordinate the dates for shows and help with set-up as needed.

### Artists are responsible for:

- Planning a show together
- Setting up the display in conjunction with Featured Artist Coordinator and Hanging Committee Guidelines
- Getting publicity for Press Release to Publicity Chair no later than **4 weeks** before show opening date. See specifications below.
- Video tape of FA shows – 5 days from hanging show
  - Jill or Murray must be contacted 2 weeks prior to the hanging of the show to schedule filming
  - THIS IS MANDATORY to keep up in compliance with disability standards

### Gallery is responsible for:

- **Opening Reception.** The membership chairperson will coordinate the opening. A member will be responsible for set up and take down and for getting refreshments from other members.
- **Press release** to be done by AaCP Press Release chair (Susan Brimo-Cox) from information provided by the featured artists. This information can be emailed and should include: (If you don't have access to email, leave one hard copy of all info including photos in Publicity chair's cubby at the gallery.)

#### **4 Weeks before reception date – send:**

1. Basic logistics of the show
  - Dates
  - Opening reception date and time
  - Gallery phone #
2. At least one jpg image (2 or 3 if you wish)
  - An artist's statement or quote about your work
  - A statement about this particular group of work if appropriate
  - Basic Bio - i.e. how you got started, how you do your work, what inspires you., where else you exhibit, resume listing any awards, where received formal training if any, etc.

- **Emailed invitations** will be sent to gallery emailing list.

**Two weeks** before your show send, by email, the title of your show, an image and a line or two of text about yourself to Wini Miner for this invitation. Members are responsible for and encouraged to send invitations to their own individual mailing lists.

Set-up/Take-down guidelines: (Call/email Jean Downs to help with set-up)

**It is strongly recommended that set-up/take-down be accomplished during non business hours of the gallery.** For example, take-down artists should remove their show at end of business day on last day of the show. Set-up artists can then install their show either before 10 a.m. or after 6 p.m. on Sunday or before 10 a.m. on Monday (the opening day of a show.) If this schedule is impossible, installation can take place on Sunday afternoon or Monday morning. These are not usually heavy customer days. While it is nice for customers to see that "things are happening" in the gallery, we want to avoid as much chaos as possible for shoppers.