

## **Visual Arts Ministry Art Exhibition Guidelines**

### **Revised October 2005**

**General Guidelines:** This document states the general principles and procedures by which art is displayed in exhibitions for Upper Arlington Lutheran Church in designated spaces at all campuses using the church's hanging system.

**Purpose:** Exhibits will encourage and display high quality art on loan from private collections or by individual artists or by art organizations which meets the vision and mission of the church.

**Scope:** Exhibits will display original works of art, prints, textiles, banners and hangings, sculpture, photographs, sculpture, illustrations, antiques, fine craft objects and/or other items of art loaned by recognized local or national art groups or by individual artists. Works must be free of sharp edges or hazardous materials which may injure viewers.

**Eligibility:** Local artists, members of the congregation who are artists, artists living in Central Ohio, and artists of national reputation are eligible to apply for exhibit space. Artists who have exhibited within the previous [two] years are not eligible.

Local art organizations, Central Ohio art organizations, liturgical art organizations and art solicited by the Ministry for a specific theme or event are eligible to request space for a show.

A designated representative of the Visual Arts Ministry will schedule and approve all exhibits in consultation with the Ministry and the staff liaison.

The Visual Arts Ministry reserves the right to decide on the appropriateness or safety of the display.

#### **Materials to submit:**

1) Artists will submit an application form and 5 slides labeled with name, title, medium size, value and date, which are representative of the work to be shown. The quality of the exhibit must match that represented by the slides.

2) Organizations will submit information about its purpose and membership, a working title and description of the exhibit, space required, approximate number of entries. Or, they may work through a member of the Visual Arts Ministry to supply this information.

3) Each piece will be labeled with artist's name, title of work, medium and price. The organization will submit any publicity about the exhibit to the Visual Arts Ministry for approval (to assure correct address, phone number, dates, etc.)

4) The organization or artist will supply 2 people to check in and record artist information the day it is hung to provide the Ministry with information for a printed program.

## **Process:**

- 1) Exhibits need to be available for at least 4 and not more than 6 weeks. Packing and delivery of art is the responsibility of the artist or artists. The artist is responsible for submitting artist information and the title, medium and price of each entry.
- 2) All exhibits will be set up and removed on the assigned dates and time. The Ministry will install or hang the show and will attempt to meet the artist's requests. If the artist has special requirements for display such as easels, kiosks, display cubes, pedestals etc., the artist will provide them.
- 3) All art must be appropriately matted, framed or supported. Hangable art work must have sturdy wires to use the Arakawa system. Works too heavy or large for the UALC hanging system will not be accepted. Because of children using the area, works should not have protruding parts or sharp edges. No nails, hooks or any other defacement of the walls will be permitted.
- 4) At check in, your assistants will sequentially number the art work with removeable stickers and record the information on a sheet to be used for the program. The Ministry will provide an appropriate printed program and publicity with information provided by the artists; if it is incomplete, the program will be printed that way.
- 5) The Ministry will work with the artist or group for a reception if it is appropriate, but there is no funding provided.
- 6) UALC will not act as an agent for the artist. Phone numbers for artists, or their agent, will appear on the program for use in purchase. Sales of exhibited art will not be handled by UALC, nor will it take a percentage of the sales. All art sold during the exhibit must remain until the end of the show. It will be up to the artist and buyer to arrange for pick up and delivery.
- 6) The artist or organization will sign a waiver that releases UALC from any responsibility for loss or damage to works on display.

## **Suggested Timetable:**

**4-6 months before the show: Schedule confirmed with ministry**

**4-5 months before the show:**

**2-4 months before the show:**

**One month before the show: Notice for the UALC newsletter**

**Two weeks before the show: Notice to newspapers**

**One week before the show:**