

Narthex Gallery/ Artist Information, — Page 1

Thank you for sharing your artwork with us through the mission of the Creative Arts Team at First Presbyterian Church. To assist in the coordination of your show, we would like to share the following information with you.

Planning the Show

Depending on the size of the pieces, about 20 seem to fill the gallery adequately. You are encouraged to visit the gallery area to get a sense of the space available.

Drop-off and Pick-up

You will be contacted to coordinate a time for dropping off your artwork prior to the show's opening. Pick-up will also be scheduled for early in the week following the final day of the show.

Gallery Hours

The gallery is open to the public on Sundays between 9 am and 12:30 pm, and Monday through Friday between 9 am and 5 pm, generally closed for lunch.

Opening Reception

We will host a reception, with refreshments, in your honor (generally on the third Saturday from 6-8pm.) You are encouraged to invite friends and family, and will be provided show postcards for this use.

Loan Agreement

Please review the Loan Agreement for further information about exhibiting at First Presbyterian Church. *Fill this out and return it* when you drop off the artwork. If you have any questions about the agreement, let us know as soon as possible.

Disclaimer

For gallery exhibitions, damage to artwork or framing is not the responsibility or liability of First Presbyterian Church. Utmost care will be taken with your art.

Exhibit Inventory

You will need to complete the *Exhibit Inventory* page(s) of all items loaned. Keep a copy for your own records. This must be submitted two weeks prior to the opening reception. Please print clearly. You may also submit this electronically as a Word document.

Labels

We will make labels for each piece of art. They will be posted next to the artwork. Information for the labels will come from your Exhibit Inventory list. Please label all of your artwork on the back with your name, title of the piece and price.

Sales

The FPC gallery commission is 30%. Please factor your price accordingly. This commission will be considered earned if the sale to a person who attended the exhibit is completed within 6 months of the ending date of the exhibit.

Poster and Postcards

We will create and print postcards and a poster for church doors and the gallery. Please suggest a short title for your show and provide digital photos of your work.

Publicity

Your upcoming show will be publicized in the First Presbyterian Church's newsletter, *The Portfolio*, the church website, and in the *Bulletin* provided during Worship. Please **provide a brief biography** that may be used for this promotional material.

We will also distribute postcards to local establishments, schools and art galleries. You are encouraged to distribute these postcards to your colleagues, friends and family.

Thank you again for sharing your artwork with our First Presbyterian Church congregants and citizens of our local community. If you have any questions, please contact the Church office at 504-572-6256 or your Narthex Gallery representative.

Narthex Gallery—Exhibition Planning Timeline

To help you prepare for your art show in the Narthex Gallery at First Presbyterian Church, McMinnville, the following list details tasks the artist needs to complete and tasks the gallery will complete within a specified timeline:

6-8 WEEKS PRIOR TO OPENING SHOW DATE

Artist :

- *Meet with gallery coordinator to go over paperwork and establish a drop off day and time for pieces to be shown.*
- *Provide a brief biography to be used for publicity.*
- *Provide photos of art to be used for publicity.*
- *Suggest a short title for the exhibit for publicity.*

Gallery:

- *Coordinate church calendar with show dates and reception date.*
- *Create postcards, poster, portfolio article, bulletin announcement, digital display, contact NR, update church website.*
- *Mail postcards, including to art departments of Linfield, Chemeketa and local middle and high schools. (Four to three weeks prior to opening.)*
- *Email digital postcards to contact list. (Four to three weeks prior to opening.)*

TWO WEEK PRIOR TO OPENING

Artist:

- *Provide Exhibition Inventory (electronic version appreciated)*

Gallery:

- *Email reminders to volunteers of assigned duties*
- *Reminder to include reception information in Sunday bulletin*
- *Prepare labels for art pieces from the Exhibition Inventory*

ONE WEEK PRIOR TO OPENING

Artist:

- *Return the Loan Agreement*
- *Drop off artwork on designated day (approximately 5 days before exhibit)*

Gallery:

- *Hang/display art pieces in gallery.*

Narthex Gallery—Exhibition Planning Timeline

- *Hang labels, artist's bio, show poster.*

Narthex Gallery/Exhibit Inventory

Please complete for each piece loaned. The information will be used to create labels which will be posted with each piece of art. Please make copies as necessary for your records.

Fill out and return this Exhibit Inventory two weeks prior to the show. If an item is not for sale (NFS), indicate a value for your insurance purposes. Please print clearly! You may also submit this electronically.

Title	Medium	Image Size	Framed Size	Price/NFS	Condition

First Presbyterian Church
390 NE 2nd St.
McMinnville, OR 97128
(503)472-6256

Narthex Gallery/Loan Agreement
Page 1

Name of Lender: _____

Address of Lender: _____

Phone: _____ Email: _____

Purpose of Loan: _____

Dates of Loan: from _____ to _____

Publicity Package:

FPC will publicize this exhibit by means of its Sunday bulletin, monthly newsletter, *The Portfolio*, its website, postcards and other means that may be deemed appropriate from time to time.

***Insurance:**

If desired, it is up to the artist to provide insurance coverage for all loaned art work.

Reception:

The Creative Arts Team will host a reception for the artist. Generally, the reception will be on the third Saturday of the first month of the show, from 6-8 p.m. The artist is encouraged to invite friends and family.

Sales:

The First Presbyterian Church Gallery commission is 30% of the sales price. Unless First Presbyterian Church is notified to the contrary in writing before the close of the exhibition, the loaned artwork will be held for pick-up by the artist or a designated representative. First Presbyterian Church will not be responsible for loaned artwork not claimed after 30 days.

DELIVERY

Artist/Owner: _____ Date: _____

FPC Representative: _____ Date: _____

PICK-UP

Artist/ Owner: _____ Date: _____

FPC Representative: _____ Date: _____

Narthex Gallery/Loan Agreement

Page 2

***Conditions Covering Loans**

Disclaimer: Please understand that First Presbyterian Church will endeavor to care for your art but your art is not insured by First Presbyterian Church. First Presbyterian Church is not liable for any loss or damage to your art. The artist assumes the risk of damage or loss. Insurance on art is the responsibility of the artist.

Artist /Owner Date: _____

FPC Representative Date: _____