

## ACAF / MEETINGHOUSE ARTS GALLERY

### Checklist for Exhibiting Artists

For all-member and group show applicants

Thank you for exhibiting your art in the Meetinghouse Arts Gallery. Below is a check list of Artist's responsibilities and Gallery requirements.

- Register for the Meetinghouse Arts Gallery Show you would like to participate in by filling out the "Call for Art" form which will be sent via email prior to the show.
- Sign up to work in the Gallery during the show. A sign up will be sent to Artists prior to the opening. Please note all participating Artists are required to work 2-3 shifts during the show. Tues.-Sat shifts are 10:00-1:30 OR 1:30-5:00. Sunday shift is 12:00-4:00.
- Be sure all of your Artwork that is to be wall hung is properly wired or has necessary hardware for display. Unframed work (bin pieces) must be in a plastic sleeve. A rigid backing such as foam core or paper board is recommended. (Please note: Artists are not to bring tables, freestanding bins, baskets etc. for display. The gallery will provide display space).
- Visit the website [www.meetinghousearts.org](http://www.meetinghousearts.org) for the following forms:  
(Click on *Our members* then *Visual Artists*.)
  1. **"Artist Agreement and Inventory"** form. Print, complete and bring copies of both forms with your artwork on the drop off date. List ALL items you will be leaving in the Galley so that all of your work is accounted for.
  2. **"Artists Tags for Artwork"** form. Print, complete and attach to your artwork as described on the form. In addition, be sure all of your Artwork is identified with your name and information.
  3. **"Gallery Procedures for volunteers"** form. Review prior to working in the gallery and attend a training session offered by a Gallery representative if necessary.

