

**ARTIST APPLICATION TO EXHIBIT AT
THOMSON HALL GALLERY**

2/23/12

Sausalito Presbyterian Church
112 Bulkley/ P.O. Box 236, Sausalito, CA 94966
Church telephone: 415-332-3790

DATE: _____

NAME: _____ CHURCH MEMBER? Yes No

ADDRESS: _____

PHONE: _____ FAX: _____ EMAIL: _____

WEBSITE: _____ MEDIUM: _____

TITLE OF SHOW: _____

DESCRIPTION of the work you wish to exhibit: _____

NO. OF PIECES: _____ SIZES: _____ PRICE RANGE: _____

TYPE OF FRAMING: _____

(Artwork must be **wired** for hanging.)

PREFERRED MONTH(S) FOR EXHIBIT? _____

RECEPTION: Will you want a special reception for your own friends/patrons? _____ yes _____ no

Attached to this application are:

- 6-8 photos, slides, post cards, or other copy of current work (or reference your website)
- An artist's statement about the work
- List of exhibitions, awards, or other credentials (if you wish)
- Check for \$50 if church member OR \$100 if non-member made payable to Sausalito Presbyterian Church (Not cashed until show is scheduled.)

Mail to: **Louise Forbush, 808B Spring Street, Sausalito, CA 94965.**

Artist's signature: _____

For questions, please contact:
Louise Forbush, Art Exhibition Chair
415-332-0269 email: lforbush@aol.com

**** Note that a month cannot be reserved until receipt of application and check.****

PROCEDURES FOR EXHIBITING AT THOMSON HALL GALLERY 2/23/12

We thought it would be helpful for you to understand the church's exhibition policies before you submit your application. They have been put together to ensure that things run as smoothly as possible and that the shows are a success for everyone:

1. **Purpose:** The Sausalito Presbyterian Church is a spiritual center, which honors the artist within all of us. The purpose of our art shows is to nourish, inspire, and touch the spirit of the SPC community and all those who come into our community each week.
2. **Show length:** Each art show will generally remain up for 4 weeks. The gallery will be open on Sundays until about noon. To check on access on other days, please call the church office or the Exhibition Chair.
3. **Artwork:** All work should be delivered framed and ready to hang **with wire**. Framing should be professional and as consistent as possible in terms of framing color and type.
4. **Hanging:** The work will be hung jointly by the artist and the Art Exhibition Ministry, but all final decisions are up to the church. A date will be agreed for delivery of the art and hanging of the show. The artwork must fit comfortably within the exhibition space from the top of our wainscoting to the ceiling, which is 5 feet. There is one other space that can accommodate one piece somewhat taller.
5. **Labels:** You must provide a small typed card or label to go with each piece to be exhibited, with your name, title of the piece, and price. These will be affixed to the wall beneath each piece.
6. **Exhibition fee:** The fee per show is \$50 for church members (and their families) and \$100 for outside artists, payable to Sausalito Presbyterian Church.
7. **Insurance:** We encourage each artist to provide his or her own insurance, as the church cannot cover liability for the artwork.
8. **Artist's statement:** You should also supply an Artist's Statement (framed and ready for hanging with a wire) of whatever you would like to share about yourself and your work. Please include a **photo of yourself** within the statement you display.
9. **Opening:** The first Sunday of the month is usually the official opening day of each art show. We hope you can be present at the 9:30 am service to be introduced to, and acknowledged by, the SPC congregation. You are welcome to invite guests to the service or to the coffee hour after church where refreshments are provided.
10. **Reception:** If you are having an artist's reception for your own friends and art patrons, it is usually an extension of the fellowship hour on the opening Sunday – until 2 or 3 o'clock in the afternoon. You need to send invitations for this event and provide flowers, refreshments, music, or whatever you'd like to plan. Church refreshments for coffee hour are usually cleaned up and put away by noon on that day.
11. **Publicity:** Publicity provided by the church includes announcement of your show in the church's weekly internet newsletter to 200+ people, a write-up in the church bulletin on the day of your opening, and verbal announcement in church. Further publicity is the responsibility of the artist.
12. **Show takedown:** At the end of the show, you are responsible for taking down the show on an agreed upon date. Someone from the Art Exhibition Ministry will be there to help you and check the inventory with you.
13. **Parking:** Parking is a challenge at the church. Unfortunately, the Alta Mira Hotel across the street is **NO LONGER AVAILABLE** to us. You and your friends will need to find free 2-hour parking on Bulkley Avenue and other surrounding streets. Don't forget to move your car if you will be there longer than 2 hours.

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