

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

10/3/18

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: H _____ C _____ 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 (no keyhole or sawtooth frames). No exceptions.

PREFERRED MONTHS FOR SHOW? Aug/Sept Oct/Nov Dec/Jan Feb/Mar Apr/May June/July

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

Attached to this application are:

- 6-8 photos (or reference your website)
- An artist's statement about your 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: louseforbush@gmail.com

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

PROCEDURES FOR EXHIBITING AT THOMSON HALL GALLERY 10/3/18

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 2-fold. To nourish, inspire, and touch the spirit of the SPC community and all those who come into our community each week, and to provide opportunities for artists to reach a wider audience for their work.
2. **Show length:** Each art show generally remains up for 2 months. The gallery is open on Sundays until about noon, and many other functions are held in the space. To check on access on other days, please call the church office or me.
3. **Artwork:** Framing should be professional and as consistent as possible in terms of framing color and type. All work must be delivered framed and ready to hang **WITH WIRE**. No exceptions. I have to repeat this because artists keep coming in with frames with slots, keyholes and sawtooth hangers. None of these work with our hanging system.
4. **Hanging:** The work will be hung jointly by the artist and the Art Exhibition Chair, 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 are two other spaces that can accommodate a piece that is 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. Card stock or foamcore is preferred.
6. **Exhibition fee:** The fee per 2-month 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 10:00 am service to be introduced to, and acknowledged by, the SPC congregation, but that's up to you. 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 a separate 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. But other dates/times could be arranged. You need to send invitations for this event and provide flowers, refreshments, music, or whatever you'd like to plan. You can also invite friends to any coffee hour after church.
11. **Publicity:** Publicity provided by the church includes announcement of your show in the church's weekly internet newsletter to 200+ people, an announcement on our website, 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. The Art Exhibition Chair 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.

Sausalito Presbyterian Church, 112 Bulkley/P.O. Box 236, Sausalito, CA 94966 Tel (415) 332-3790

Mail application to Louise Forbush, 808B Spring Street, Sausalito CA 94965 415-332-0269