

Littleton Fine Arts Guild

GENERAL INFORMATION FOR NEW MEMBERS

The Depot Art Gallery is operated by the Littleton Fine Arts Guild aka LFAG, in cooperation with the City of Littleton, who owns the building. We have been fortunate to have a facility in which to exhibit our work on a regular basis. Our function as members goes far beyond displaying and marketing our work. It is rather the exchange between fellow artists, the experience of exhibiting, programs, workshops, critiques, etc., which enable us to grow as artists. We expect all members to be active participants.

MEETINGS

Both a Board and General Meeting are held on the second Saturday of the month at the First Presbyterian Church, 1609 W. Littleton Blvd. The Board Meeting starts at 9:00 am, and the General Meeting at 9:30 am. Members are required to attend at least three General meetings per year in order to keep abreast of and have a voice in the business we are collectively running. Committee meetings are held at the discretion of Committee Chairs.

EXHIBITS

LFAG changes exhibits approximately 10 times a year. Currently, all but 4 shows (First Impressions, \$100 or Less, Holiday Art & Gift Market, Two Night Stands) are juried. Two shows, All Colorado and Colorado Aperture, are open to LFAG members and anyone in the state of Colorado. Entries for this show are made through CAFE.

Dates for our shows will appear on the monthly calendar (and our rack cards), a copy of which you will receive regularly by email from the Communications Chair. New shows are typically hung on Mondays, when we are closed to the public.

Removal of art from the prior show should be made after 3 pm on Sunday or before 9 am on Monday, unless otherwise advised. Non-juried 3-D work and jewelry must be delivered during the same time frame and day as take-in for juried works. You will be notified of the exact days and times of each show by email.

ENTERING THE DEPOT ART GALLERY

The Gallery is open from 10 - 5, Tuesday through Saturday and from 11-4 on Sunday. We are closed to the public on Mondays although other activities may be held. As an Active Member of LFAG, you may come and go at any time, using the key you have been issued. To do this without alarms going off:

1. Until you have confirmed that your security code is accepted by the security system wait for your work partner to arrive at the Gallery.
2. Unlock the door and go immediately to the security key pad and punch in your code. Enter your four digit code. This will be the last four digits of your SSN. If the system does not disarm (the siren will go off) have your work partner enter their code. The readout should say "System is disarmed". Note: If your code did not work please contact the Membership Coordinator and they will work to have your code validated.
3. To exit the building, make sure the Caboose is secure and locked, bathroom is locked, back door is locked and front door is firmly closed. Punch in your code. Readout will say "System is ready to arm". Turn out the lights, go outside and lock the door and try it to make sure it does not open. You have 90 seconds to do this. If the alarm goes off, you can stop it by punching in your code.

If you come in when The Gallery is closed, you must call Security (the ph# is on the desk) and let them know you are in the building to prevent a call from Security to a designated member who will then have to make a trip to the Gallery to see what is going on. If the phone rings after hours, please, ANSWER IT. You will be asked for your code, which are the last four digits of your SSN.

ENTERING SHOWS

As an Active LFAG member you are encouraged to enter all shows. The procedure for doing so is as follows:

1. Select the pieces to be entered, following the number allowed by the Show Chair and the theme of the show. Display requirements may be found in guideline, ***Requirements for Displaying Artwork***.
2. You must enter all inventory displayed in Gallery into our POS system, Square. Refer to document titled: ***How to Use the Depot Square System***
3. Unframed Artwork is not juried but must have a label, placed on the back of the work, with your full name (no initials), title, medium and the price.
4. **The fee must be paid for juried shows, even if you do not enter work for jurying but have anything in the show such as Unframed Artwork, Ceramics or Jewelry.** Cards are the only exception and if that is the ONLY thing you have in the show, you do not have to pay the fee. There is no fee for non-juried shows.
5. You will be called after the jurying takes place if any of your submitted work was NOT accepted by the juror. Please pick up unaccepted work within 24 hrs. as we have limited storage space. Pieces not picked up will be moved to the storage shed.
6. **Two or Three dimensional work submitted for jurying and not accepted into the show may not remain in the show in any capacity.**

All Guidelines, Forms and label templates can be found at:

<http://depotartgallery.org/membership-forms/>

also the Guidelines are kept in a 3-ring binder on the desk at the Gallery.

Working the Gallery

All Active Members are responsible for working The Gallery one day a month. Tuesdays through Saturdays are broken into two shifts, with two workers per shift. There is only one shift on Sunday, which counts as a full day. Saturdays and Sundays are reserved for members who work during the week. You may sign up ahead of time for your work times on the calendar kept on the Gallery desk. If you do not sign up, you will be assigned shifts.

Our Scheduler publishes the new calendar shortly after the 15th of the month prior. If you have a conflict with your work schedule, **IT IS YOUR RESPONSIBILITY TO RESOLVE IT.** You may trade with another member or contact one of the members willing to work for pay. Rates are \$30 for a full day, \$15 a half day and \$25 for Sunday. **When a schedule change is made, you must call The Gallery and have it recorded on the calendar.**

You will receive a reminder phone call the day before you work. If you decide to resign your membership, **the Scheduler must be given 30 days notice.** **You must work the scheduled days during that 30 days.**

Use your staffing time to have your co-worker explain procedures and answer questions. There are printed instructions for most everything you will be doing. Investigate all drawers and cupboards so you know where things are. Read the Bio Book and learn about other members. Delve into the scrapbooks stored under the desk and learn about our history.