

April 18, 2019

# *Littleton Fine Arts Guild*

## Artist of the Month Guidelines

1. Your artwork will be displayed on the South wall in the Waiting room. The display area measures 7 feet wide and 5 feet high. You may display a body of work. If your work is 2-D, please make sure it is tastefully framed and very clean. Wall art may only be displayed on the south wall. If your work is 3-D, your artwork may be displayed on **one** of the following, a small table, **or** a pedestal **or** a jewelry case in the Waiting room. If you work in both 2-D and 3-D, you get the wall and one of the above mentioned flat areas to display. Your business cards go in the Baggage room card holder.
2. All work must be for sale  
Clean presentation  
D-rings and wire, no saw-tooth  
Max. dimension of area to hang, 7 ft. wide x 5 ft. high
3. The back of each piece of artwork should have your full name, title, medium and price. Use our LFAG title cards for each piece of work. Title card should include; Artist name, Title of work, Medium and Price. Blank LFAG title cards can be found at the gallery in the sideboard in the Ticket room.
4. You will find your name plaque in the sideboard drawer where the members name tags are. Place picture putty on the back and put into place with your display. If not there, contact Joe for Artist Name placard.
5. Please write up a one-page artist statement to be inserted in the 8 X 10 frame to be hung on the wall with your work. Make it eye-catching, and informative. List awards, other guild/gallery memberships, web-site, etc.
6. Your Artists of the Month display will run from the first of the month until the last day of the month. You will be in charge of getting it there, setting it up and taking it down.
7. Inventory must be entered into Square prior to or while delivering work to the gallery. Refer to Square How-to Manual for naming format
8. Send a few jpeg images of your artwork and your artist statement or Biography will be posted on our Depot web-site. Please send that information to the Webmaster and Social Media person/team. Please also send the information to President/Co-Presidents as they want to stay informed. Emails for these parties are in the Membership Directory. Please do this at least two (2) weeks before you show.