

UUCW ART GALLERY in the COMMUNITY ROOM of
the UNITARIAN UNIVERSALIST CHURCH WEST – POLICIES AND
INFORMATION¹

The following is a list of logistical things you'll want to know about your upcoming art show at the UUCW Art Gallery. If you have any other questions or concerns, just let me know.

PURPOSE: The UUCW Community Room Art Gallery provides opportunities for our congregation and the community to enjoy art by arranging for rotating exhibits. The UUCW Art Gallery champions local and non-local emerging and established artists and organizations, including artists from the congregation, particularly those whose work resonates with our Unitarian Universalist principles. The UUCW Gallery strives to build community through the visual arts and provides a space for exhibiting artwork that grapples with issues such as diversity, tolerance, and social justice, plus that which celebrates the planet and the interdependent web of all existence.

POLICY: The Gallery shares space in the Community Room that is used for multiple purposes such as meetings supporting both church community needs and the local community needs. Groups using the Community Room are instructed to be mindful of the artwork and are not to touch, move, or cover the work. Nothing is to be hung over the work. Committees may place tables in front of the gallery walls but they generally leave space for viewers to approach the artwork. Sunday morning is the most likely time for multiple use of the facility. UUCW Community Room is also home the Coffee House and to the UUCW Playhouse group. This provides your art pieces with additional exposure to a wider audience.

ART WORKS: All work brought to the UUCW Art Gallery must be "gallery ready," that is, framed with wires for hanging from S-hooks that we provide. Unframable and three-dimensional pieces must be "childproofed" and protected. This is the responsibility of the artist. The dimensions of the Gallery walls are 39'W x 12'H. The useable wall areas normally used for display are 39"W x 12'H (north wall), 31"W x 12'H (south wall). The two parallel hanging rails are located 6" and 8' feet from the floor. We reserve the right to hold back any pieces we don't have room to hang. We encourage you to inspect the space before choosing your art pieces. Please call the office during normal office hours:

¹¹ Policy version 3

Tuesday – Friday 10:00 a.m. - 3:00 pm. to arrange a time. Call (262) 782-3535, ext. 10 or 17.

LABELS: Please get your application in early so the Gallery Team will create white cardstock title/price labels for each piece. Title, media size and price of work can also be emailed to the Gallery Coordinator separately. Please write the name of each work on the backside of each piece as well.

DROP OFF WORK: Please call a member of the Gallery Team or the Coordinator and make arrangements to deliver art pieces for the show before the show opening. Alert the Gallery Coordinator, Carol Christ to when it is coming. Art Gallery Team members will assist you in hanging the work. For single artist shows, please bring one or two people with you to help expedite the process. The artist is encouraged make recommendations on art placement and to review exhibit before opening.

GALLERY VIEW TIMES: Unless there is a meeting in the Gallery Room artwork may be viewed anytime the office is open and staffed to let you in. The best time for viewing is during the rush after services. We ask you to be present at these times to meet the congregation and answer questions about your work. This is a very busy time in the gallery, also known as our Community Room. This is a very good time for your friends and family to stop by. Artist Receptions may be held at specially arranged times if desired.

RECEPTIONS: If a reception/opening is desired, dates and times will be arranged around activities in the community room. If you wish to bring food, beverages or wine, Art Gallery Team members are available to assist you with your needs. Contact the Gallery Coordinator for help and scheduling.

ARTIST STATEMENT, INVENTORY LIST, PHOTOS: **Please send your Artist Statement and Application as early as possible.** You can send it to the Gallery Coordinator by email or hard copy through regular U.S. mail. Optional - **please email the church office up to 3 jpg format photos of your work to post on our website** along with a photo jpg of you in your studio.

PURCHASE POLICY: Our purchase policy is posted on a wall of the gallery. Cash or checks are turned in to our office. Checks are made out to the *Unitarian Universalist Church West*, and must have the buyer's phone number and the name of the work written

on them. When a piece sells, we indicate "sold" on the title label. All work hangs until the end of the show and you will be contacted to make arrangements for pickup.