

St. John's Boulder Art Gallery Artist Guidelines 08-09

1. It will be necessary for selected artists to complete a public relations questionnaire for the PR Coordinator to ensure appropriate and stimulating media coverage for exhibits. Additional images of work used in press releases are often necessary. Questionnaire will be sent to artists who are selected by the jury. Artists and the PR Coordinator will create an appropriate theme for respective shows.
2. St. John's Episcopal Church is not responsible for theft, loss or damage to any artwork during exhibit periods, or in transit to and from exhibit, although every precaution will be taken to protect the artists' work in the gallery.
3. Artists are responsible for all cost related to exhibit, including invitations, all food and beverages, and paper goods for receptions, if reception is desired.
4. Artists will coordinate timing for reception with the reception chairman. Two members of the reception team will assist at receptions. The kitchen and related equipment are available for the artists' use during receptions.
5. Receptions are scheduled to coincide with First Friday Art Walk for downtown Boulder galleries.
6. Promotion of exhibit and reception will be included in BCAA calendar of events, Daily Camera, St. John's bulletins and Eagle newsletter, and other area publications as appropriate.
7. Promotion of exhibit and artists will be included on the St. John's website, with links to artists' website.
8. Artists will pay 20% commission on all sales during reception and exhibit, excluding bin work, note cards, etc. (under \$50 each item).