

First Unitarian Church of Des Moines  
1800 Bell Avenue  
Des Moines, IA 50315

## Artist Instructions

### Art Gallery Mission Statement

The First Unitarian Church provides art gallery space:

- To provide for local creative expression in the visual arts;
- To support and nurture local visual artists;
- To educate others about art and its meaning;
- To reach out to the community; and
- To exhibit celebrated events in the life of the church.

### General Instructions

Each month the First Unitarian Church displays art on a 40 foot wall in Channing Hall known as the Art Gallery. The congregation of more than 500 members gathers in this area after its weekly services and for church activities held during the week. The south entrance of the church is open during the week for those who would like to visit the Art Gallery. Check with church personnel at 244-8603 to be sure that the gallery is available when you wish to visit.

### Application Instructions

- The Committee is seeking all forms of art that can be hung and are in a finished format. In most cases, this means framed and ready for hanging. If your artwork is not framed, please provide an explanation in your application of how you think it can be hung for a show.
- Submit photographs of a sampling of your work to be hung, either with electronic images or actual photographs, along with your application. If images are available on a website, you may reference that address rather than submitting photos or electronic images.
- If your work depicts nudity, violence or discrimination, submit photographs of each piece that includes this content.
- Sign agreement on the actual application. If you are submitting your application by email, indicate on the signature line your concurrence with the requirements.
- Submit application and photos to Linda Mathews, Art Gallery Committee Chairperson at [ldmathews1@aol.com](mailto:ldmathews1@aol.com) or c/o First Unitarian Church, 1800 Bell Ave, Des Moines, IA 50315.

## **Selection of Your Work for A Show**

- You will be notified whether or not your work is selected for showing at First Unitarian.
- You may have an opening or show for friends and family at your own expense. A Committee member will assist you with arrangements and at the time of your event. Please talk to the Art Gallery Chair well in advance of your exhibit to plan your event.
- You are welcome to hold a "meet the artist" time during the social time between Sunday services. Make arrangements with the Art Gallery Chair. A "meet the artist" is an informal opportunity to talk to those who approach the Art Gallery wall and have an interest in conversing about your work. A Committee member will be present with you.

## **Prior to Hanging Instructions**

- Two weeks prior to your show, submit a 3-4 sentence statement about you/your art work to be used to advertise your show in the church's publication. Please email the brief statement to Linda Mathews, Art Gallery Chair, at [ldmathews1@aol.com](mailto:ldmathews1@aol.com).

## **Hanging Instructions**

- Please bring an artist statement with you at the time you hang your exhibition.
- At least one Art Gallery Committee member will assist you in installing your artwork at a time that the church is available and is convenient for you. This will be worked out with you in the month prior to your showing. Times for hanging can be arranged for day time or early evening.
- Hanging occurs in the last week of the month so that your artwork is hanging for Wednesday night activities and it is on display for the first Sunday of the month. For example, if your show is scheduled for October you will probably be hanging your artwork between Monday and Wednesday of the previous week and taking it down some time after the last Sunday service in October.
- If you want to sell your work, bring a price list or labels for each work showing its title, medium and price. Be sure to include contact information so that potential buyers are able to reach you to discuss a purchase. Business cards can be left in a holder at your show.
- We will discuss a time to take down your exhibit at the time of hanging; bring your calendar.

## **Sales Instructions**

- If you sell any artwork during your show, the church will charge you five percent of your sales. Please pay the church personnel in the church office at the time you remove your art from the church. Checks may be made out to First Unitarian Church of Des Moines.

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## Artist Application

Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

**Type of artwork to be displayed, e.g., medium, style, theme.**

**Is your artwork framed and ready for hanging?** Yes \_\_\_\_ No \_\_\_\_

If your work is not framed, please explain how it can be hung for a show.

**Would you like to do a "meet the artist" and/or have a reception?** Yes \_\_\_\_ No \_\_\_\_

Explain

**Share several samples of your work.**

Electronic images, photographs or website?

### Agreements:

- You agree to hold First Unitarian Church harmless and to indemnify the church from any and all damages associated with the exhibit of the applicant's work at First Unitarian Church. This agreement to hold the church harmless shall extend to all employees, agents, representatives, affiliates, contractors, or invitees of the church and shall cover any and all damages arising out of the exhibition of the applicant's work at First Unitarian Church. Should legal action be required to enforce the terms of this agreement, First Unitarian Church shall be entitled to recover all costs including reasonable attorney's fees, paralegal fees, and expert fees. The undersigned understands that if you desire to protect your artwork from damage or destruction while on display, you must obtain your own insurance coverage.
- You agree to allow the church to use photographs which include your work while on display in the church, in publications, advertising, the church website and other church-related communications.
- If you sell any artwork at your exhibit, you agree to pay five percent of your sales to the church at the time you remove your art from the church.

**I agree to these requirements.**

Artist's signature \_\_\_\_\_ Date \_\_\_\_\_

Submit application and photos to Linda Mathews, Art Gallery Committee Chair at [ldmathews1@aol.com](mailto:ldmathews1@aol.com) or send it to Art Gallery, c/o First Unitarian Church, 1800 Bell Ave, Des Moines, IA 50315.