



## Show Planning - Submit a Proposal

Vine Arts Center welcomes Artist applications for shows. Our volunteer-run gallery has hosted over 70 shows in the past 7 years! Applicants are charged a non-refundable \$35 application fee that is due when submitting the Show Proposal. Digital submissions are preferred,

Email to: [programming@vineartscenter.org](mailto:programming@vineartscenter.org). Expect a reply within 60 days. If you don't receive a response, please feel free to follow up by email.

If accepted, the Artist (you) will receive VAC's Show Agreement and a timeline with deadlines to help with planning. The Artist will then pay a security deposit of \$100, sign the Agreement and send it back to VAC. You will receive keys to the gallery approximately a week before your show. The security deposit (cash or check only) will be returned after returning the keys and a walk through with a VAC gallery representative.

A VAC Event Representative will work with you to finalize plans and publicity for the show.

### **SHOW elements to consider when crafting your proposal:**

**Duration:** Shows typically run between 2-4 weeks with one week between shows. This week allows for time to take down the current show and to set up the new show.

**Set-up:** You are responsible for curating and hanging your show. VAC provides pedestals, additional walls, tools, paint, spackle and hanging supplies. VAC volunteers take care of **lighting** the show.

**Take down:** You are responsible for taking down your show. This includes spackling over holes, sanding, painting, mopping and sweeping. One of VAC's volunteers will meet with you to do a final walk through, and facilitate the return of gallery keys and your security deposit. Note that VAC may retain some or all of the security deposit for various reasons, e.g. keys are not returned, walls are not taken care of after take down or clean up is not done thoroughly, etc.

**Events:** Typically VAC shows have an opening event on a Saturday evening with VAC support. You are responsible for hosting your events and providing for



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clean up, including taking recycling and garbage with you. You can also choose to host other events during the run of your show such as a closing event, artist talk with Q + A, workshops, lectures, discussions, movie night, a performance or a class. You can host extended or additional gallery hours, have an open gallery night during the week, etc. VAC can provide: projector, stereo, iPod jack, DVD player. You provide greeters at the building entrance for after hours events.

You are expected to be in the gallery for all of your events. A discussion, story, or explanation of your process/inspiration influences sales and puts a face/personality to your work. Remember, this is YOUR show!

**Support:** You may want to include family and friends to help you hang your show, greet guests by the building front door, clean up, etc. There are a lot of tasks and you will need help to accomplish them. VAC volunteers cover working the gallery and member store as well as maintaining the food and beverage table during your events.

**Promotion:** VAC will work with you to design a card to promote your show and events. Consider other ways you may want to promote your show. Do you have an email list? Any sponsorships? Any other publicity connections? (e.g. newspaper/radio interviews). In addition to a card, VAC creates a page on our website that includes text and images for promotion of your show. We also send out Press Releases to local media. We will ask you to provide us with information and additional images for promotional use. ---All promotional materials MUST BE SUBMITTED to VAC for final approval and printing.

### **SUBMITTING YOUR PROPOSAL**

When you are ready to submit a proposal: download the *Show Proposal Submission* form at [www.vineartscenter.org](http://www.vineartscenter.org). Complete it and send it in.