



Saint Alphonse



Trinity Health
Livonia, MI

SAINT ALPHONSUS ARTIST OF THE MONTH – ART WALL

REQUIREMENTS AND GENERAL GUIDELINES

The Artist of the Month Art Wall is a fundraising project of the Saint Alphonse Auxiliary and has become an important tradition at the hospital. Every day, hundreds of people pass through this hallway: medical staff, hospital employees, volunteers, patients, and their visitors. We are pleased to provide a meaningful art experience for all.

In addition to the art experience provided to those mentioned above, we provide a unique showcase for regional artists (and occasionally those from neighboring states), an opportunity for the Auxiliary to generate contributions through the exhibit sales and most importantly, help promote the principles of a healing environment.

The following are important **requirements** and **guidelines** for your upcoming exhibit at Saint Alphonse Regional Medical Center:

- **Preview:** Approximately one month prior to your exhibit, you will be asked to submit a preview of the actual pieces you plan to exhibit on the Art Wall. The preview can be in the form of photographs or any format in digital form.
- **Healing Environment Criteria:** Enclosed you will find the Criteria. Please review this carefully as you make your choices for your exhibit at Saint Alphonse.
- **Pre-Visit to the Wall:** It is recommended that you visit the Art Wall prior to your exhibit month to plan how many of your pieces are needed to fill the approximately 60 feet of exhibit space.
- **Framing:** All of your pieces should be framed in a professional manner or gallery wrapped and must use the wire hangers provided by Saint Alphonse. The back of your art pieces must be equipped with wires and D rings.
- **Sales Items:** Because both the Artist and the Auxiliary benefit financially from the exhibit, we ask that most of the artwork being shown be available for sale. The 20% contribution to the Auxiliary will be deducted from the total sales and paid around the 10th of the month via check following your exhibit.

During your exhibit month, the Gift Shop will be handling all sales and will accept cash and credit card only. Credit card buyers will be charged a 3% fee.

- **Price List:** On the day the exhibit is installed, we need three copies of your price list that should include: Art Title, Cash Price, Credit Card Price. Please list the titles in alphabetic order. You will be given a sample Price List as a guide. Please also include this text on the bottom of your price list if possible...

Take the tag from your favorite art piece to the Gift Shop (Central Tower lobby) and pay cash or credit card (card purchases will include a 3% fee). After payment, we will help you take your art from the wall. The Gift Shop is open M-F, 9am-3pm. For more help, call us at 208-367-2112.

Thank you for supporting local Artists and our Auxiliary!

- **Artist Bio:** On the day the exhibit is installed, we need three copies of your Bio. There are two mounted frames at the beginning and the end of the *Artist of the Month* Art Wall to hold your Price List and your Bio. A sample bio is provided.
- **Business Cards:** The mounted frames include a spot to hold business cards. Please provide us with a generous supply of cards and we will replenish them during the exhibit month, as needed.
- **Contract:** We ask that you sign a very simple standard contract with us. The Contract can be completed and submitted on the day you install your exhibit.
- **Waiver:** Please sign the Waiver form.
- **Promotion:** At the time we install your exhibit, we will take a few pictures of you in front of your work. These will be forwarded to our Marketing department to be posted on Saint Alphonsus social media sites to help promote your exhibit. A completed consent form is required to post pictures on the media sites.
- **Eligibility for future exhibits:** Can I participate in the Art Jury next year? We ask that all exhibitors wait one year before resubmitting to the Art Jury. We do this to provide opportunity for other artists.
- **Art Install Time Allotment / Art Removal Time Allotment:**
 - Art Installation Time Allotment – **Volunteers will reserve 90 minutes to help install your art.** We recommend that you have your pieces unwrapped and ready to hang. We will not be able to accommodate additional time overages. Volunteers will hang as many pictures as possible in 90 minutes. Any art that remains after that time will NOT be hung. We recommend visiting the art wall beforehand and having a layout in mind to help ensure a seamless, stress-free installation.
 - Art Removal Time Allotment – **Volunteers will reserve 30 mins to help remove your art.** We will begin taking down art pieces at the prearranged time. Art will be placed in the Volunteer Services offices if the artist is delayed.