The Meeting House Gallery
Exploring diversity and celebrating unity through the Arts

Oakland Mills Interfaith Center
5885 Robert Oliver Place
Columbia, MD 21045
themeetinghousegallery@gmail.com
www.themeetinghouse.org/art-gallery

Dear artist applicant,

Thank you for considering The Meeting House Gallery as an exhibition space for your artwork. Since 2011, The Meeting House Gallery has been privileged to promote the work of regional artists while beautifying the public areas of The Meeting House—a multi-use facility that is home to an interfaith center, a preschool and a special event venue. We thank you for your interest in contributing to the Gallery's mission.

An all-volunteer OMI Art Committee manages operations at The Meeting House Gallery. We review artist applications and artwork and have the sole discretion for selecting or declining work for the Gallery's juried exhibitions. **Please note:** Because of the groups that use The Meeting House facility, artwork containing human nudes or artwork with political or religious imagery/symbols/themes will **not** be accepted.

The application review process may take up to several months. Submitting an application does not automatically guarantee acceptance. A Committee member will contact you with the results of the review. Please feel free to contact the Committee by e-mail if you have any questions or want to check the status of your application.

We look forward to reviewing your artwork and contacting you soon. Until then, we hope that you visit the Gallery to see what's currently on exhibit or visit our website to see the art featured in previous exhibitions.

Kind regards,
The OMI Art Committee
The Meeting House Gallery
In partnership with the Oakland Mills Interfaith Center

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ARTIST APPLICATION REQUIREMENTS

A. Artists must meet the following criteria to exhibit at The Meeting House Gallery:

☐ Be at least 18 years of age
☐ Live or work in the mid-Atlantic region
☐ Receive a letter of acceptance from the OMI Art Committee
  NOTE: Submission of an application does not automatically guarantee acceptance.

B. **All artists must complete an Artist Application**, whether applying as an individual or as a member of an organization or a group of artists. To complete an Artist Application, artists must submit the following:

☐ A **completed and signed Artist Application Form** (see p. 4)

☐ **JPG images** for *at least* 6 pieces of the artist's current work
  - **Digital images** may be submitted by e-mail, website URL, Google Drive, USB thumb drive or DVD/CD-ROM disk.
  - **JPG image resolution** must be at least **72 dpi** and no larger than 6 inches on a side.
  - **JPG file names** MUST include the artist's last name and first initial and title of the piece in the following file name format: ex., **VanGoghV_The Starry Sky.jpg**.
  - Images that do not meet these requirements may void the application.

  NOTE: To have submission materials returned, enclose a self-addressed, stamped envelope (appropriately sized with correct postage) with the application.

☐ A **List of Sample Artwork** with **JPG file name, medium, dimensions** and **price** for each item of artwork (see p. 5)

☐ A **$30 application fee** for each artist
  - Checks or money orders MUST be made payable to "Oakland Mills Interfaith Center" with "GALLERY" in the memo line.
  - Artist application will not be processed until application fee is received.
  - Application fee is nonrefundable.
  - Application fee is waived for members of OMI congregations.

C. All artwork submitted for exhibition must meet the following requirements:

☐   Artwork must be the artist's own original work (giclée prints permitted with notation) *and* available for sale. The artist agrees to pay the Gallery a 25% commission on the ***original, posted*** price of any artwork sold while on display in the exhibition.

☐   All artwork must be approved by the OMI Art Committee. Acceptance of artwork is at the sole discretion of the Committee. The Committee reserves the right to final approval or refusal.

☐   Artwork of human nudes or artwork containing political or religious imagery, symbols, or themes will **NOT** be accepted.
NOTE: The Meeting House Gallery is housed in a facility that is home to an interfaith center and a preschool.

☐   Artwork must be delivered to the Gallery on the specified date and time and picked up on the specified date and time at the end of the exhibition. The Gallery has no storage space and is not responsible for unclaimed artwork.

☐   All artwork must remain on display in the Gallery for the duration of the exhibition, including pieces that have been sold to patrons.

For 2-D and 3-D art displayed on walls, each piece must be prepared to the following specifications to be compatible with the Gallery's hanging system:

☐   Frames must be professionally-prepared (or equivalent quality) and in new condition.

☐   Mounting hardware must consist of *only* screw eyes or D rings and stainless steel wire. Hardware must be positioned on the back so that the piece hangs flush with the wall and no mounting hardware is visible when hung from a cable.
NOTE: Sawtooth or other non-approved hanging devices are not permitted.

☐   Weight of individual pieces must not exceed 30 lbs.

☐   Each piece MUST be labeled on the back with the ***artist's name, address, phone number, title, medium*** and ***price***.

For 3-D art in display cases (sculpture, ceramics, carving, jewelry), each piece of artwork must be prepared according to the following specifications:

☐   Sized to fit into two display cases (H 54" W 38" D 18") with 4 shelves (3 adjustable).

☐   Weight of individual pieces must not exceed 30 lbs.

☐   Each piece MUST be labeled on the bottom with the ***artist's name, address, phone number, title, medium*** and ***price***.

D. If the artist's work is accepted for an exhibition at The Meeting House Gallery, the OMI Art Committee will advise the artist of the following:

☐   The dates of the exhibition and dates and times for artwork drop-off and pick-up
☐   Additional items the artist must submit ***4 weeks*** prior to the artwork drop-off date
☐   A description of the artist's responsibilities before, during and after the exhibition
☐   A description of services provided by the Committee before, during and after the exhibition

Steps for completing an Artist Application to exhibit artwork
at The Meeting House Gallery

NOTE: PDF and MS Word versions of this document are available for download from the website.

1. ## <u>Fill out and sign the *Artist Application Form*</u>
   NOTE: Instructions for filling out and signing the *Artist Application Form* and *List of Sample Artwork* electronically using Adobe or MS Word are on p. 6 of this document.

2. ## <u>Select *at least* 6 JPG images (72 dpi or higher) of current artwork</u>
   NOTE: **JPG file names** MUST include artist's last name and first initial and title of the piece in the following file name format: ex., **VanGoghV_The Starry Sky.jpg**.

3. ## <u>Fill out the *List of Sample Artwork* using the template provided</u>
   NOTE: **JPG file names** MUST be in the file name format described in Step 2.

4. ## <u>After completing steps 1-3, save this document as the Artist Application</u>
   Save this document as a Word document or PDF file with the artist's last name and first initial in the following file name format:
   > ex., **VanGoghV_**TMHG Artist Application Packet.docx or **.pdf**.

5. ## <u>Submit all required application materials by one of the following methods:</u>

   E-mail: Send as e-mail attachments the completed *TMHG Artist Application Packet* **Word or PDF file** and *at least* 6 **JPG images** (or **website URL**) to themeetinghousegallery@gmail.com

   Google Drive: Send by e-mail as Google Drive links the completed *TMHG Artist Application Packet* **Word or PDF file** and *at least* 6 **JPG images** (or **website URL**) to themeetinghousegallery@gmail.com

   Portable storage device: Send a USB thumb drive, DVD, or CD-ROM disk (labeled with the artist's name and phone number) containing the completed *TMHG Artist Application Packet* **Word or PDF file** and *at least* **6 JPG images** to: The Meeting House Gallery, Oakland Mills Interfaith Center, 5885 Robert Oliver Place, Columbia, MD 21045

   NOTE: To have submission materials returned, enclose a self-addressed, stamped envelope (appropriately sized with correct postage) with the application materials.

6. ## <u>Mail the application fee ($30 per artist)</u>
   Make the check or money order payable to "Oakland Mills Interfaith Center" with "GALLERY" in the memo line and send to: The Meeting House Gallery, Oakland Mills Interfaith Center, 5885 Robert Oliver Place, Columbia, MD 21045

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ARTIST APPLICATION FORM

- Read the *Artist Application Requirements*.
- Prepare JPG images of artwork and complete the *Artist Application Form* and *List of Sample Artwork*.
- Submit *TMHG ARTIST APPLICATION PACKET* document and JPG images by e-mail, Google Drive, or mail.
- Mail the application fee paid by check or money order ($30 per artist).

Mail to: The Meeting House Gallery   E-mail to: themeetinghousegallery@gmail.com
Oakland Mills Interfaith Center
5885 Robert Oliver Place
Columbia, MD 21045   Website: www.themeetinghouse.org/art-gallery

ARTIST INFORMATION

FIRST NAME: LAST NAME:

PHONE:

STREET ADDRESS:

CITY: STATE: ZIP:

E-MAIL:

WEBSITE:

OMI CONGREGATION AFFILIATION (IF ANY):

ARTWORK INFORMATION

MEDIUM:

APPROXIMATE SIZE OF WORK:

PRICE RANGE: FROM $ TO $

GROUP INFORMATION (*if applicable*)

GROUP NAME: NO. OF ARTISTS:

COORDINATOR: E-MAIL:

I,   , have read and agree to the policies and procedures in the *ARTIST APPLICATION REQUIREMENTS* as set forth by the OMI Art Committee for The Meeting House Gallery.

_____   _____
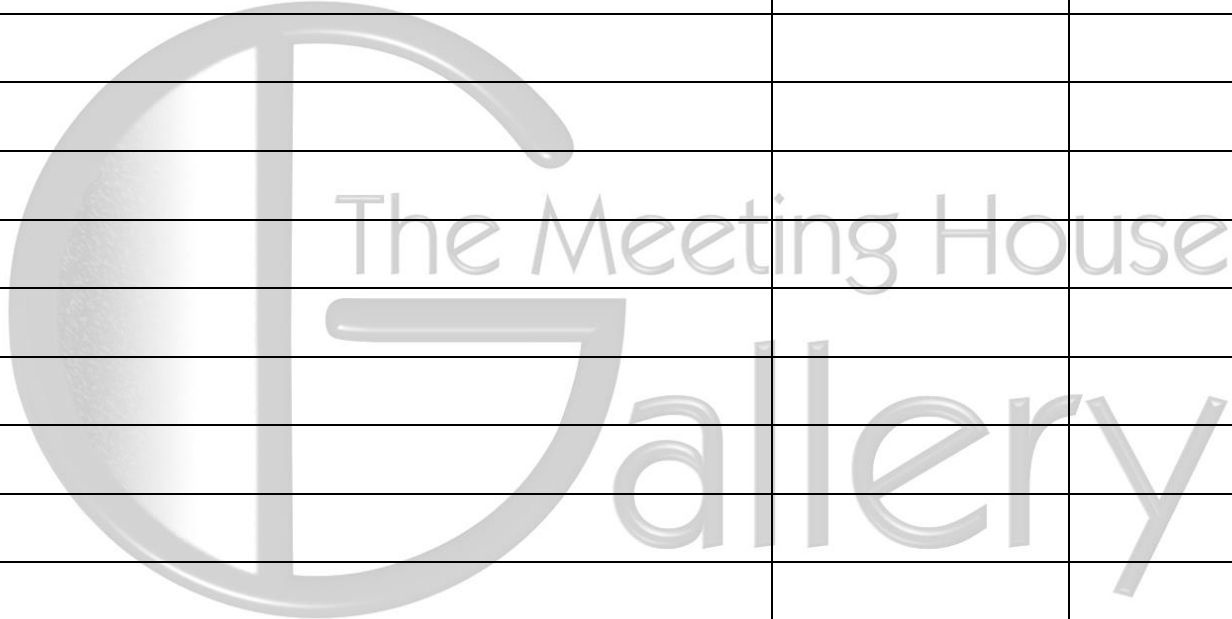SIGNATURE   DATE

2-2019

LIST OF SAMPLE ARTWORK

Enter Artist Name, Phone, E-mail below:

No.	JPG File Name	Medium	Dimensions (inches)	Price
1	**[EXAMPLE]** VanGoghV_The Starry Night.jpg	Oil on Canvas	29 x 36	$85,000+
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

DO NOT WRITE BELOW THIS LINE - For Gallery Use Only					
RECEIVED	DATE		**REVIEWED**	DATE	
	SIGN			SIGN	
	REVIEW DATE			CHECK ONE	☐ ACCEPTED ☐ DECLINED

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2-2019

Instructions for Completing the *Artist Application Form* and *List of Sample Artwork* in Adobe or Word

Adobe Acrobat Reader (PC)   [Use the Adobe Fill & Sign app on mobile devices.]

1. Download and open Adobe Acrobat Reader (free at https://get.adobe.com/reader/)

2. Select "File" and "Open" from the dropdown menu to find the *TMHG Artist Application Packet.pdf* file in your directory

OR

2. In the file directory, double left click on the *TMHG Artist Application Packet.pdf* file and Adobe Acrobat will load automatically and display the file

3. Scroll down to the *Artist Application Form* or the *List of Sample Artwork*
4. Cursor over and click on "Fill & Sign" in the Adobe menu on the right-hand side of the screen
5. Place the cursor over the first blank in the form and left click to open a text box
6. Use the blue menu above the text box to change the font size, if desired, before typing the requested information
7. Use the Tab key to advance between blanks and fill in all requested information
8. In the *Artist Application Form*, open a text box on the signature line, select "Sign" from the Fill & Sign task bar at the top of the document window and *either* type name, select signature image, or add a handwritten signature using a tablet PC
9. Save the document by selecting "File" and "Save as" from the dropdown menu and use this file name format:
    ex., **VanGoghV_**TMHG Artist Application Packet.pdf
10. Submit the document and JPG images by e-mail, Google Drive or portable storage device

MS Word (PC)

1. Open MS Word

2. Select "File" and "Open" from the dropdown menu to find the *TMHG Artist Application Packet.docx* file in your directory

OR

2. In the file directory, double left click on the *TMHG Artist Application Packet.docx* file and MS Word will load automatically and display the file

3. Scroll down to the *Artist Application Form* or the *List of Sample Artwork*
4. Left click on the first form field and type the requested information
5. Left click on the remaining form fields and fill in all requested information
6. In the *Artist Application Form*, left click on the Signature box and *either* type your name, insert signature image, or add a handwritten signature using a tablet PC
7. Save the document by selecting "File" and "Save as" from the dropdown menu and use this file name format:
    ex., **VanGoghV_**TMHG Artist Application Packet.docx
8. Submit the document and JPG images by e-mail, Google Drive or portable storage device

2-2019