

Group f/5.6 Gallery Guidelines

By Craig Alan Huber, 2008-10 Gallery Czar
Version 2.1, 17-Jan-10

2010 Schedule

2010 SHOW DATES	Walls 1 & 2	Walls 3, 3A & 4	Walls 5, 6, & 7
- Jan 30 am	- Guest Show	- Guest Show	- Guest Show
Jan 30 pm – Feb 27 am	Ron Hammond	Doug Rosenoff	Diane Stefanich
Feb 27 pm – Mar 27 am	Richard McGehee	Bryan Willman	William Goslin
Mar 27 pm – May 1 am	Stan Raucher	Anthony Huss	Christopher Petrich
May 1 pm – May 29 am	Joan Bowers	Vitali Prokopenko	Andy Held
May 29 pm – Jul 3 am	Nancy Abel	Alex Brikoff	Paul Butzi
Jul 3 pm – Jul 31 am	DeAnna Foran	David Lindes	Will Peterman
Jul 31 pm – Aug 28 am	Bill Saltzstein	Paul Smargiassi	Susan Ferrell
Aug 28 pm – Oct 2 am	Members' Show	Members' Show	Members' Show
Oct 2 pm – Oct 30 am	Craig Alan Huber	Helen Todd	Brian Chapman
Oct 30 pm – Nov 27 am	Jan Bogle	Marguerite Dodge	Lorraine Day
Nov 27 pm – Jan 29, '11	Guest Show	Guest Show	Guest Show

The 2010 Schedule was set up with the following guidelines:

- Each show should overlap with the monthly Group f/5.6 meeting, as that is when many folks in the group will see the show.
- Each new show going up should ideally be hung before Sunday, as that is the day of the week most viewers (church membership) will see the new show. Take-down should occur no later than Saturday by Noon; preferred hanging time is on the same Saturday between Noon and 4pm.
- In 2010 we have 9 individual-member show periods. 7 of the shows will be 4 weeks in length and 2 of the shows will be 5 weeks in length.
- The Annual Group Show, a themed show is open to all Group f/5.6 members (not just permanent Gallery Members). For 2010 it is being held in late Summer/early Fall, and will last 5 weeks.
- The Guest Show slot for 2010 will occur at the end of the year and extend into 2011, lasting 9 weeks. The Guest Show will encompass the entire gallery (all eight walls). This show is created for Northwest-area artists outside of Group f/5.6 that have a prominent role in producing photographic art. My goal here is to broaden the gallery's 'sense of community' into the local art scene, attracting more folks outside of Group f/5.6 to our shows. Part of this effort should include hosting an Opening Event for the Guest Show.

Lottery System for drawing exhibition slots

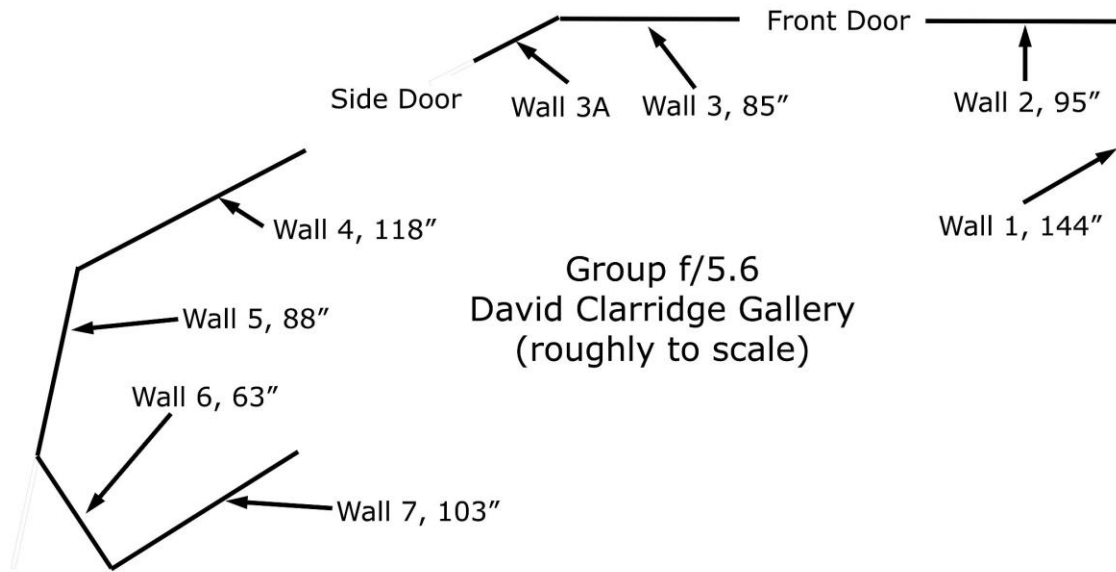
At the September or October Group f/5.6 general meeting each year, we will determine which Permanent Gallery Members have which exhibition slots via a lottery system. The way the lottery system works is:

Step 1: Draw numbers from a hat. The hat will contain N numbered pieces of paper, each with a number written on it from 1 to N. Each Permanent Gallery Member (PGM) will select one number from the hat. If the PGM cannot make it to this meeting, they should assign a proxy to do the drawing for them.

Step 2: The PGM with the number 1 will have first selection at the N number of gallery exhibition slots. They will write their name in the slot they desire. Next, the PGM with the number 2 will write their name in the slot they desire, noting that they have one less selection than the PGM with the number 1 did. PGMs will continue writing their names in the slots available in a sequential manner, until the number N is reached, then we're done!

Gallery Configuration

Group f5.6 Gallery Wall Map (courtesy of Ron Hammond):



Approximate number of "vertical" framed items per wall (Usable Wall Space):

Framed Size →	11x14	16x20	20x24
Wall 1 (144")	10	8	6
Wall 2 (95")	7	5	4
Wall 3 (85")	5	4	3
Wall 3A (53")	3	2	2
Wall 4 (118")	8	6	5
Wall 5 (88")	5	4	3
Wall 6 (63")	4	3	2
Wall 7 (103")	7	5	4

Gallery Hanging Etiquette and Process

Each member is responsible for hanging and taking down their work. If you are not able to hang your show or take it down close to the designated dates, please arrange for a designee to do so. Each member's show take-down must occur before Saturday at Noon on the start date of the subsequent show. When the Wednesday Monthly Group meeting occurs immediately before a show 'changeover' Saturday, it is acceptable to take your work down following that Wednesday evening meeting, in order to save yourself an extra trip to the gallery, if so desired.

We provide a folding stepladder that is normally kept in the Administration Building, where our Gallery is. It has "Group f/5.6" labeled on its side. It is usually kept in the copier room adjacent to our gallery area. If you don't see it there, ask the office secretary or caretaker to get it for you. For insurance purposes, the church requires that we ***not stand on chairs or bring other ladders*** while hanging or taking down our work in the Gallery.

In order to keep the walls looking nice for those that will hang shows after yours, please use a soft-lead pencil (easily erasable) for marking and small hanging hooks, unless your work is sufficiently heavy that larger hooks are required. Our group shows will appear much more professional if the gaps between images in each show have 'clean' wall space. The overall goal is to keep your hanging 'footprint' as small as possible. Those who bring spackle and touch up their holes following their show get extra credit. We will organize 'patch and paint' parties as necessary, but the longer the frequency between such parties, the better, since most of us have more interesting parties we'd like to be in.

If you are not able to fulfill your commitment to hang a show in your chosen time slot, you may arrange for a swap with another **Permanent Gallery Member**. When arranging a swap the more advance notice you can give the better. To arrange a swap, you may either approach just the folks you believe might be willing to swap a slot, or, you may mail the entire population of Permanent Gallery Members. Names of the Permanent Gallery Members may be found later in these Gallery Guidelines. If no Permanent Gallery Member is interested in a swap or taking your slot to expand their show, you may contact Group f/5.6 members who are not Gallery members. Once you have the change arranged, please notify the Gallery Czar.

Gallery Information and Contact Info

East Shore Unitarian Church Office Hours are Mon-Fri 9am-5pm and the weekday caretaker is almost always there until about 10pm. If the artist showing work on the walls you have just prior to your show has their work down by Friday that is an excellent day to hang because it is a slack day for the office staff.

On Saturdays, there is typically limited activity in the office, with the doors usually unlocked. The weekend caretaker is usually onsite Saturdays from around 9am-4pm. It's good to phone the office at (425) 747-3780 during regular business hours in advance of your take-down / hang dates to verify weekday evening or Saturday hours for a particular date.

Hanging after the Sunday service, 1 pm or so, is also possible. The weekend caretaker will usually be around at least until 4 pm. Hanging during the Sunday Services is a last resort if done in a low profile manner. Between the two services and immediately after the second service, the office is a genuine zoo, so don't plan to hang then. Sunday Service hours may vary, so it is best to call the church or check out their [website](#) for activities in advance.

Please keep in mind the staff in the administration office at the church has no affiliation with our group. Thus they will not be able to answer any questions about our shows: which walls are which, why the previous show is still up, ...

Permanent Gallery Members

As of the gallery lottery drawing we had at our October 2009 monthly meeting, these are our Permanent Gallery Members:

Abel, Nancy
Bogle, Jan
Bowers, Joan
Brikoff, Alex
Budne, Joe
Butzi, Paul
Chapman, Brian
Day, Lorraine
Goslin, William
Hammond, Ron
Held, Andy
Huber, Craig Alan
Huss, Anthony
Ferrell, Susan
Foran, DeAnna
Lindes, David
McGehee, Richard
Peterman, Will
Petrich, Christopher
Prokopenko, Vitali
Raucher, Stan
Rainwater, Michael
Saltzstein, Bill
Smargiassi, Paul
Stefanich, Diane
Todd, Helen
Willman, Bryan

Publicity (new for 2010!)

We have arranged with the church to include information on our gallery shows in the church newsletter. The newsletter is delivered electronically to almost 1000 people so this is a good opportunity to get our shows some publicity – for free. Please send a short paragraph about your show and a jpeg of one of the images from it to Ron Hammond, ronfstop(at)mindspring(dot)com by the 7th of the month prior to your show. Ron will also be glad to provide you with a template for an e-card announcement for your show that you can plug the same information into and use for your own mailing list. *For example:* Alex's show hangs between May 29 and July 3, so, Alex needs to get his show info to Ron no later than May 7th. The newsletter will be posted/emailed about June 1st in this example.

Buy-in Process

Each new Permanent Gallery Member pays an "entry" fee of \$50. In addition to the entry fee, depending on how many members cycle through (some leaving, some joining) each year, there may be need for small periodic assessments on the Permanent Gallery Members to cover gallery operating costs. The monies collected from each Permanent Gallery Member are used to fund expenses directly related to the gallery such as light bulbs, paint, spackle, etc. Payment for these operating costs will provide the member at minimum the benefit of one four-week show each year in the gallery. Our last significant infusion of funds was in 2007 when seven new Permanent Gallery Members joined, so we may be approaching a small periodic assessment in the not-too-distant future.

Exhibition Slot Donation Option

A new choice introduced in 2008 and being continued through 2010 is the option for Permanent Gallery Members to donate their exhibition slot to a non-Gallery member (must be a Group f/5.6 member in good standing) for the year. Doing so will not impact Permanent Gallery Member status, which will carry over to the next show year. Why offer this option? Sometimes we have busy years and may not want to devote the resources to mounting a show, but at the same time, we may not want to relinquish our status as Permanent Gallery Member for future years. Donating a gallery slot affords a newer Group f/5.6 member, one that has perhaps limited gallery showing experience, an opportunity to show their work in a relatively 'low-risk' environment.

The non-Gallery member to receive this donation may either be named directly by the donating Permanent Gallery Member, or they may be chosen by a lottery system. The reason for setting this up in advance is to give the donation recipient as much time to prepare as possible. For example, as we have seen in the past, when a Permanent Gallery Member notifies the Group three weeks (or less) before their exhibition slot that they will not be able to hang a show as planned, only those folks with work 'in the wings' ready to hang can respond. By planning for some non-Permanent Gallery Member slots in advance, some non-gallery members will have adequate time to plan and execute a show.

Forfeiture

If, in two consecutive years, a Permanent Gallery Member fails to hang their show in the chosen time slot and they do not arrange for a donation, swap or transfer with adequate advance notice and notify the Gallery Czar, they will forfeit their status as Permanent Gallery Member. A new Gallery Member to replace them will be chosen in a lottery fashion from a list of interested candidates.