

Guidelines for an Art Opening/Reception

The Library at the Birmingham Botanical Gardens wants to help promote you and your art work, so we would like to offer our Library for you to have an opening reception. The reception would have to be in the Library and not in the Gallery area. Your work, of course, would be hanging in the gallery but no tables or chairs may be placed in the gallery. This is an opportunity for you to sell more of your work in addition to what is hanging in the Gallery. This is also an opportunity for people to be introduced to our Library.

- The artists will incur all costs of the reception; this includes any food, beverages, flowers and linens.
- The Library will provide the facility, tables, music and someone to work the front desk and a policeman if you serve alcohol.
- The event is to be no longer than 2 hours.
- Receptions are to be done the first Friday of the first month your art is on display. Receptions are from 5:30-7:30 p.m.

Jason Kirby (586-1578) will be more than happy to help you as much or as little as you like with your opening. If you would like to see pictures of past openings he has done we will be happy to provide you with them.

I have read and understand the above information _____
Artist's Signature