

Guidelines for an Art Opening Reception

The Library at 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 will have to be **in the Library** and not in the Gallery area. Your work, of course, will 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 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 month from 5:30-7:30 p.m. This should be done the first month your display goes up, ie January, March, May, July, September, November.
- If putting out your own publicity the name of our gallery is: The Library Gallery at Birmingham Botanical Gardens. Also the name of our library is: The Library at Birmingham Botanical Gardens. Please use it correctly.
- **If you do not have a following in the Birmingham area please consider carefully whether you want to go to the expense of having a reception. We can send out invitations to 100 people and only get 3 responses. The bulk of people who come will be largely based on your following.**

Jason Kirby (414.3967 or jkirby@bbgardens.org) will be more than happy to help you as much or as little as you like with your opening. This does not include shopping for you or going shopping with you. If you would like to see pictures of past openings he has done we will be happy to provide them.

I have read and understand the above information: _____