

Two Rivers Art Gallery and Gift Shop Up-dated: 04.11.24

An Organization under CVIP (Chiloquin Visions in Progress); a non-profit organization
Located in the Chiloquin Community Center, P O Box 382, 140 1st Street, Chiloquin,
Oregon 97624

541-783-3326, 2riversart@gmail.com, www.2riversartgallery.com

Motto: For the Love of Art and Artists

Welcome! It looks like a lot to read, but once read, you will understand our system and what makes our Gallery one you will want to be a part of with full confidence.

New Artist's Steps

New artist's packets are at the gallery desk. Please write your name, phone number, and date on the check-out list found in the file.

1. Complete **the packet** and bring in your **first set of artworks** with your **membership fee** attached (if paying by credit card, please wait until items are approved). A volunteer will place these items together in the gallery office to be juried.
2. You will be contacted as soon as your artworks are **juried**. Changes may be suggested and some artwork not approved. Because quality workmanship, variety, and artistic talent is our goal, we sometimes have to make difficult decisions. If your application is not approved, you will receive a full refund on your membership fee.
3. After approval, the Gallery will create a code for you and nice **tags/labels** for your artwork.
4. **Your packet** information will be used for **marketing**, unless otherwise specified by Artist.

Most of all, we are here to help all artists who desire their artwork to be displayed in our Gallery. We appreciate, support and are thankful for all the artwork our Artists bring into our Gallery. We feel it an honor and privilege to serve you in this way.

Our Pledge to You

"For the Love of Art and Artists!"

Our team of Volunteers work hard every day doing our part of "Our Pledge to You". We fulfill our end, accomplishing more than expected, cheerfully.

We will do our best to **promote the sale of your artwork** and to **help every artist succeed**. We want to display your artwork in a way that speaks of quality and fairness to every member of our gallery. **Quality and fairness**; our guiding principal at Two Rivers Art Gallery.

We will continue **doing all we can** by using and spending our portion of sales, grants, membership dues and donations to keep our gallery open and successful. We encourage many art enthusiasts to contribute to our gallery through donations and pledges.

Display and selling your artwork in a way that speaks quality and fairness. Many times we use our own displays or buying displays for Artists who can't afford their own displays.

- a. We have had to **limit different categories of art** to make sure we don't have too many of one category in our Gallery. We also limit the amount of artwork, size of

artwork, and motivate our Artists to bring in "fresh" artwork in exchange for older art. We call Artist to bring in more of their art when it is sold.

b. We jury every piece of artwork that is brought into the Gallery. We look for "clean" work which means finished properly, and not damaged, and neatly done.

We look to see if the art is sellable in regards to theme, design, etc. Ex: Beach scenes don't sell!

c. We have all levels of artwork from very skilled professional Artists to new Artists so that all levels of Artists have the opportunity to show and sell their artwork.

d. Most artwork is computer coded and tagged to create high efficiency in selling the artwork and paying our Artists.

2. Spending the finances efficiently from our income with our own proficient and well-budgeted financial processes.

a. Our finances have been organized with efficiency by our Finance Manager, Larry Dugger. Larry is a blessing to our Gallery and has developed programing for the Director's many organizational requests in order to run our finances with accuracy and detailed processes. We have used these financial processes with success throughout the years. As our operation grows and the demand for detailed paperwork changes we have found ourselves continually up-dating our process accordingly. Larry is right there figuring this out with the same tenacity.

3. Every Volunteer handles each piece of artwork with respect and care. We not only understand all the work that goes into each piece, but the heart that goes into each created artwork. If we see there is any flaws when they come in we will point them out to the Artists so they can fix them. We do this to make sure your artwork isn't selling because of one minor flaw.

4. We are very protective of your artwork. We are watchful when children or suspicious persons come into the Gallery. We have cameras all over the inside of the gallery and on the outside. It is well lit through the night and our regular police pay special attention to the Gallery when making their rounds. We have locks and double locks on solid steel doors and we keep detailed records of keys that are distributed to our Volunteers.

CLOSING: We would like to see our existing Artists step up in fulfilling their agreement with the Gallery. You are part of the gallery in every way. We need your participation that was expected agreed to become one of our Artists. Please realize that your part is essential to YOUR Gallery's future.

Artists Pledge to be a Part of Our Team

I know I can be a help to multiply our marketing by a huge amount when I friend the Two Rivers Art Gallery Facebook Page right away and share with others through my own Facebook Page. I can be a team player by having my Gallery rack cards at my booth at an events I participate in. I merely need to ask for a stack of rack cards from the Gallery and a holder to put on your table before my event. These simple things expands marketing for MY artwork. I can use my website, to promote my Gallery by putting the Gallery website link on

my website. I can also ask for event posters and put them around where I live. I can help my Gallery sell my artwork by bringing in a small write-up about it. They will share this with our Volunteers who help sell my artwork. When I get a write-up for a new Artist on my email, I can easily share this with friends who appreciate art on their emails, share it to my social media and website. Instagram is a great way I could easily help.

Teamwork Brings Connections

Teamwork is essential and we will always strive to be a team working together to accomplish all that a gallery our size can do. Selling your artwork leads to our greater success. **Creating opportunities** for you to connect to buyers through events takes teamwork. We have a great group of Volunteers who do just that for you. They appreciate art have great hearts to help an organization like ours. Our Gallery Advisory Team along with our Director and Assistant Directors are dedicated to put in the hours necessary to give our Artists the best possible outcome by **displaying and selling your art**.

We are always creating ways for you to connect to the public which increases sales by putting on **gallery events**. Although your attendance is not mandated, we strongly impress upon each Artist to attend and take part, contributing to your success as an Artist. We are a team working together to increase each other's potential.

Connections, Connections, Connections!!!!

Connections increases sales for each one of you and keeps our Gallery successful. They are created to help us enjoy each other and those who buy your art. They give opportunity to connect our Artists with our buyers. When you donate your artwork to the raffles, you help bring the public to these events. We are getting well known for the high quality raffles we have at our events and we can do this because you have been so generous in this area!!

Policy for Accepting New Artists

Recommended by our Gallery Advisement Team, the Gallery is going to accept only 2-3 new Artists a month. We have a **limit of 5 Artists** we can accept applications from each month. Once we get the needed information from the prospective Artist: Application Packet filled out and photos of their artwork, they will be taken to the next monthly Gallery Advisory Team Meeting to be assessed by the team; 2 to 3 will be selected. The selection criteria will involve so many different variables that it would be hard to list or explain. After the vote, we will inform the Artist as to whether they were accepted for this month or not. A prospective Artist may be advised to apply again. Prospective Artists can use the same application with changes if they so choose.

It breaks our heart to have to limit those Artists coming into our Gallery but we have to be fair to Artists we have. Unfortunately, due to having now over 100 Artists, whom we are thankful for, the limited space, which is not so limited having a little over 2,000 square feet of artwork, we had to limit the amount of Artists coming into our Gallery this year.

Artist's Membership Dues and Commission Information

Annual Membership Dues: \$35 Gallery Only & \$45 Gallery plus Website

Commission Rate: 25% Canned Goods: 15%

Any changes in Commission Rate will happen when you renew your membership and not before.

Commission checks are processed at the beginning of every month for items sold the previous month. PLEASE cash your check right away so our records are easily reconciled. We will contact you

when you have a check coming to you. They will arrive by mail or you can pick up your check at our Gallery. Picking them up saves us the cost of envelopes and stamps. In order to operate our gallery in a responsible manner, we need to pass on the fee (currently 4%) charged by the credit card companies for your items. The amount you will receive as your payment for art sold will be: the retail cost of the item sold, minus the commission amount and the possible 3% credit card fee if your item was purchased with a credit card.

Annual **membership dues** are to be paid once a year on the same month of your initial payment. If dues have not been paid after many communications, your artwork will be removed from the floor and temporarily placed in our security room and you will be considered inactive. If you **don't pick up your artwork** within a couple of months (unless otherwise arranged for later pick-up), your **artwork becomes the property of Two Rivers Art Gallery** with no compensation to the artist. We will sell it at the Gallery having all proceeds go to the Gallery

Artist's Inventory and Tagging Information

INVENTORY: All artworks submitted must have an Inventory List. One will be provided with this application packet and then put into our Inventory System. For future items, a short Inventory form is in Gallery office. Artists may photocopy this form for their files. All inventory sheets must include the following:

- The artist's name, phone number, date: This is on top so don't miss it!
- Description of your artworks: A title that describes the item is best
- Number of items: For multiple items, we prefer you to group them together with the same code.
- Item # only: Includes your initials of your first, middle, and last name and the number of the artwork. The number part of the tag you can be left blank, especially if you are not positive about the number part of the code. Our computer program will put in the RIGHT number with no confusion.
- Price: Feel free to look at the pricing of other similar items in the Gallery. See easy math on page.
- Notes: If you want something on your tag added. Ex: Size, detail of stones, etc, please put in notes

EXAMPLE:

Name	Code	Date
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Don't know the next number? Don't guess...No worries...we will assign one and put it on the label.

How to calculate your gallery sales price: Price you want to be paid divided by .75

For example, if you want to be paid \$60 for an item, then it's \$60 divided by .75 = \$80 (gallery price on this sheet)

Removed	Added	Number of items	Item # only	Description of Item(s) Distinguishing Features	Gallery Price each	Notes: What you want on your Tag Ex: Size, washing instructions, stone care info
	X	1	001	Eagle Flying Oil Painting	\$80	16 x 20 Original (or Print)
	X	4	100	Crocheted Hats	\$ 9	Washable, Med

X	3	103	Crocheted Hats	\$10	Washable, LG
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TAGS will have; item description or title, code, price, and details if noted on inventory sheet. This is the gallery's responsibility. **Note: GALLERY TAGS ARE PREFERRED WHICH WE GLADLY MAKE UP FOR EACH ITEM.**

IF YOU USE YOUR OWN TAGS:

- **YOUR PERSONAL TAGS MUST** include CODE, TITLE, AND PRICE ON THE BOTTOM OF TAGS FOR EASY SEPERATION TO PUT ON RECEIPT IN RECEIPT BOOK. Information should be placed where the customer still has it on their part of the tag.

BUSINESS CARDS:

- **FOR HANGING ITEMS: Two business cards are stressed:** Your card, duplicated, both need; **the title or description, your name, and code** on the back of your artwork and applied securely. This second business card is used to give the important information necessary for a potential buyer to bring home with them and to keep our records accurate. You may write your information on the back of your artwork but it **MUST** be readable and include all the above information. This is not our first choice.
- We want each Artist to have **nice business cards available** to our customers who often ask for them.

FASTENERS: The back of **MOST hung items** must have a **wire fastened SECURELY** for easy and safe hanging. Artists are to make sure there is a **functional and reliable hanger** on the back. Any artwork damaged due to a low quality hanging device will not be reimbursed by the gallery. Ex: Nail slots on wooden items are difficult to hang as well as one hook fasteners.

We have a **working system** in place and we strive to improve it on a regular basis. When everyone follows this system we can have the professional look we all want. A great system and a professional look builds *everyone's* confidence in selling their items. *Thank You!*

THIS PART ABOVE IS FOR YOU TO TAKE HOME FOR FUTURE REFERENCE

IMPORTANT: Date _____ Amt Pd _____

Artist's Informational Form

CODE _____ Date _____

[CODE: Name: First, middle, & last]

Name _____

Address _____

City _____ State _____ Zip _____

Cell Phone _____ Email _____

THIS AREA BELOW AND ON NEXT PAGE IS VERY IMPORTANT HELPING US TO GATHER INFO FOR OUR PARTNERS: NEWSPAPER/MAGAZINE/SOCIAL MEDIA for our write-ups...

In an effort to promote you and your artwork, we are asking that you answer a few questions about yourself and your artwork. If you already have a biography prepared please attach it to this form.

Tell Us About Your Artwork...

Describe your artwork(s)

Art Category [ex: Pottery, Wood Pieces, Textile, Wall Art, Nic Nacs, Jewelry]

____ Medium you use and why [Ex: oil, textile, watercolor, acrylic, wood, metal, etc.]

Your story behind your artwork

Tell Us about Yourself...

Please send us a portrait **PICTURE** on an email 2riversart@gmail.com as a jpeg/png file.

Any degrees, awards, and recognitions you have earned

What inspires you?

Why did you choose Two Rivers Art Gallery? **IMPORTANT**

Other...Comments

Your website: _____ (Optional)

Your Facebook page: _____ (Optional)

Yes, I hereby agree that information listed here and photographs taken of my artwork, including at the gallery and other events, may be used for marketing purposes and on social medias. **This is not optional... Thanks ☺**

Signature _____ Date _____

