

## **George R. Schlegel Art Gallery**

**Lynda J Leonard, Gallery Director**

**4600 West 51st Street, 2<sup>nd</sup> Floor**

**Roeland Park, KS 66205**

**RPgallerydirector@roelandpark.org**

**816-421-0620**

### **Artist Requirements**

1. Framed art works hung with **wire hangers**.
2. **No** saw tooth hangers.
3. Prints can be hung.
4. Inventory list of all arts works with a copy to be held by the city for insurance purposes.
5. Either title tags or number matching list with artists name, title, media and price.
6. All monies of sales to be handled by the artist.
7. If artist(s) wishes to have a reception they are responsible for all food and beverages. Liquor can be served but notify the city about plans to do so, so the required signage can be available.

### **What Roeland Park City Hall Provides**

1. Hanging System. Rods hold maximum 70 pounds. Artist will be instructed on how hanging system works.
2. **Space. Average show about 30 large pictures. Small pictures maximum of 90 pictures.**
3. **Do not adjust lights as they are dangerously hot. Gallery personal will adjust the lights.**
4. When show is hung Arts Commissioner will review hanging with artist and have any lights adjusted.
5. Show will hang for one month unless otherwise arranged.
6. RP City Hall and Gallery are open to the public Monday through Friday, 8:30 A.M. to 5:00 P.M. Gallery is locked when RP City Hall is closed.
7. Roeland Park Art Commission does not charge a commission on art sales.
8. The city will post artist exhibit dates/information on City Hall Face Book and other social media.