***Town Hall Walls***

**An art exhibition program sponsored by the Brookline Commission for the Arts**

GUIDELINES AND APPLICATION PROCEDURES

Deadline: emailed or postmarked by end of day, Wednesday, January 18, 2017

All submissions must include:

1.Completed *Town Hall Walls Application Form*

2. 5-10 representative images (see instructions\*)

3. A list of images provided with title, medium, and dimensions (HxWxD), and whether the work is framed or matted.

4. A resume, artist statement and/or brief description of your art experience.

5. A SASE with proper postage for return of materials.

Priority will be given to Brookline residents, individuals who work in Brookline, and those who practice (e.g., have studio space) in Brookline. Projects with a strong connection to Brookline but without a direct Town affiliation may also be considered, subject to scheduling constraints.

Please email all application materials to brooklinearts@gmail.com with subject line: **“Town Hall Walls Application”** Completed applications may also be sent by USPS to Town Hall Walls, Brookline Commission for the Arts, 333 Washington Street, 6th Floor, Brookline, MA 02445. Materials must be sent or postmarked by the end of day, **Wednesday, January 18, 2017.**

\*Electronic images should be 300 dpi at maximum quality with 1024 pixels longest side. Each image should be labeled as follows: last name-first name, title (e.g. smith-john\_sunrise.jpeg). The images can be emailed as part of the proposal or burned to a CD, clearly labeled with your name and contact info. If you are unable to send digital images, we can also accept 35mm slides. If you need assistance meeting these requirements, please contact the BCA for further help.

The selection will be made by a working group of the Brookline Commission for the Arts which will consist of current members of the Commission and may also include invited members of the community with expertise in the arts. Applicants will be notified of results by email.

The Committee will schedule each successful applicant for a four month long exhibition in one of three spaces in Brookline Town Hall: Room 103, Room 111, or the Selectmen’s Hearing Room on the 6th floor. Exhibitions typically begin in February, June, October, depending on availability of space. **If there are dates that present scheduling conflicts, please indicate these on your Application Form.** Exhibiting artists will also be given an opportunity to participate in a short Q and A discussion along with a group reception, at a date to be mutually agreed upon by participating artists.

Individuals and organizations chosen for exhibition will be required to sign the Insurance/Waiver, Release and Indemnification provided by the Town of Brookline. Additionally, all work on view must also adhere to the ‘Town of Brookline Policy on Displays and Exhibits at Town-Owned Properties.’

Please review these documents, available on the BCA website, before submitting your proposal.

For further information or assistance, please visit www.brooklinearts.org, email brooklinearts@gmail.com or phone 617-730-2135 to leave a message for Gillian Jackson, BCA Administrator.



**Town Hall Walls**

APPLICATION FORM

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_

ORGANIZATION (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

IMAGES SUBMITTED: \_\_\_\_\_\_\_\_\_ (number) BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (email, CD etc?)

PREFERRED TOWN HALL LOCATION (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PREFERRED DATES FOR EXHIBITION (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application check list:

\_\_\_Images properly labeled (lastname-firstname\_title.jpeg)

 \_\_\_List of images with title, medium and dimensions

 \_\_\_Resume and/or artist statement provided

 \_\_\_SASE

The Town of Brookline does not hold insurance for art work on exhibit and is not responsible for loss or damage to any artwork. Each artist will be required to sign a Waiver, Release and Indemnification Agreement prior to acceptance of any work or object for display.

The Town of Brookline or Brookline Commission for the Arts is not responsible for lost or damaged applications or materials.

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Signature Date