

AOM & JOM EXHIBIT CHAIRPERSON

Overview: The AOM/JOM Chairperson is responsible for signing PLAL member artists who are willing to plan a display of their artwork as an Artist of the Month (AOM) in the Lobby of Sound Community Bank and the Jeweler of the Month (JOM) for display on the tall pedestal in the Gallery.

The AOM/JOM Chairperson is not a voting member of the PLAL Board but may attend each monthly Board Meeting.

General Duties - Artist of the Month:

- Solicit League member artists to participate as AOM.
- See that each Exhibitor receives the AOM Procedure sheets.
- Give the name of the participating artist to the Board for inclusion on the League master calendar.
- Contact the participating artist 4-6 weeks before their scheduled month to confirm participation and the date of changeover.
- Ensure that the artist has contacted Publicity Chair by the **first of the month preceding** the show with a bio and pictures of their artwork.
- Confirm with the current AOM and the next AOM the change-out date for the show.
- If necessary, assist the departing AOM with take down in the morning including removing hooks/nails, spackling and painting the holes with the Bank's paint.
- Assist the new month's AOM with putting up their artwork in the afternoon.
- Ensure that the AOM has a bio sheet to hang with the artwork. (Usually a printed copy of the bio that is done for publicity.)
- Clear labels should accompany each piece of art: title of piece, medium, artist's name, artist's phone #, and price or NFS designation. Avery labels #18863, 2x4" work best. (Judy Danberg can help with the labels.)
- Ensure the new AOM will be on hand during the 2nd Wednesday Reception.

ARTIST OF THE MONTH (AOM) Procedures:

1. Each participating AOM artist must have a signed "Release of Liability" on file with the League.
2. AOM displays for one month in the Lobby of Sound Community Bank.
3. If the Bank is the only place the artist is showing artwork, there are no Gallery sitting or \$10 "ad fee" requirements.
4. The AOM should plan to hang the artwork on the 1st of the month in the afternoon.
5. The AOM needs to have a bio sheet to hang with the artwork. (Usually a printed copy of the bio that is done for publicity.)
6. Clear labels should accompany each piece of art: title of piece, medium, artist's name, artist's phone #, and price or NFS designation. Avery labels #18863, 2x4" work best. (Judy Danberg can help with the labels.)
7. Each AOM should attend the 2nd Wednesday Reception.
8. There should not be any reception food or drink in the Bank Lobby.
9. The departing AOM removes his/her artwork on the 1st of the month in the morning which includes removing hooks/nails, spackling and painting the holes with the Bank's paint.

JEWELER OF THE MONTH (JOM) Procedures:

The Jeweler of the Month (JOM) will operate much the same as the Artist of the Month (AOM) at the Bank.

- It is available for sign-up by month
- The tall pedestal at the front door of the Gallery is the designated position for JOM.
- The JOM position is in addition to any display in the Gallery or the Inn. If this is the only place you are displaying, there is no ad fee nor is sitting the Gallery a requirement.
- Please give the Coordinator a brief bio (a paragraph) for the JOM placard.
- The JOM is changed out on the 1st day of each month, the same schedule as the AOM in the Bank.

GENERAL REQUIREMENTS:

- To display your jewelry in any or all of the venues, you need to be a member in good standing of the Port Ludlow Artists' League.
- You must have a signed Waiver of Liability on record with the Gallery.
- You must be willing to adhere to the procedures as set forth above.