

OTG Monthly Show Procedures

The San Dieguito Art Guild (SDAG) provides an opportunity for members in good standing to display their work in the Off Track Gallery in a Monthly Show. Unlike the Exhibitor Rentals, display of art in the Monthly Show does not require a formal jurying process or long term commitment. However, members must adhere to the Off Track Gallery (OTG) Monthly Show Terms and Conditions as well as these procedures. Each Monthly Show is staffed with a friendly crew that can help you understand the procedures during the Take-in.

Monthly Show Take-in is usually held on the last Tuesday of each month, and begins a 3:30 pm. But the Take-in date may vary due to holidays, so always check the SDAG Events Calendar on our website for the current schedule. After take-in, a member crew hangs and arranges art and labels each piece. Often, the crew works late into the night. Typically, judging takes place the next day, and results are announced in our SDAG newsletter, the *Paint Rag*, and posted on our website and social media.

ENTRY TAKE-IN:

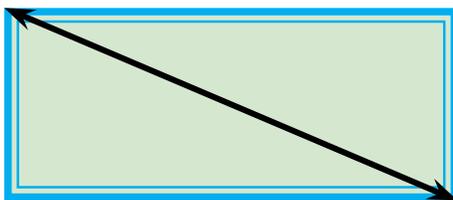
All Monthly Show Participants must fill out and submit the "OTG Monthly Show Take-In Sheet" and an Identification tag for each item entered into the Monthly Show along with the entry fee payment. Up to three items may be entered.

JOB OBLIGATION:

Each Monthly Show Participant must contribute to the Guild or Gallery by performing a job such as helping with an upcoming reception or other event, or working as an Assistant Staffer for two hours at the Gallery during the month of the show, or working a long term job. Alternatively, a fee of \$10 may be paid to cover the Monthly Show job obligation. Monthly Show jobs should represent about two hours of work and Wall and Floor Rental Rotation jobs should represent about four hours of work. Therefore, combined efforts to satisfy job requirements for both the Monthly Show and the Wall and Floor Rental Rotation should ideally be about six hours of work. Contact our SDAG Jobs Chair for more information about job requirements.

ENTRY FEES:

Monthly Show entry fees are determined by the diagonal measurement of the art as displayed with frame or stand.



Under 17 inches: \$12

17 to 36 inches: \$17

Over 36 inches: \$22

ENTRY ID TAGS

An identification tag is taped to all art entered into the monthly show. Someone from the Monthly Show crew can help you with this. A printable sheet of blank ID tags and one example tag is available for download on our website.

Entries must also include your own label. A business card can be used for this purpose if it contains your name.

Example of an ID Tag

Title of Art:	<u>"Afternoon at the Lake"</u>
Artist's Name:	<u>Marianne Doe</u>
Medium:	<u>Photography</u>
Price of Art:	<u>\$195.-</u>
ID Tag:	<u>Doe.M-MS-1</u> <small>LAST NAME.FIRST INITIAL-MS.(1, 2 or 3)</small>
Artist's Phone #:	<u>760-555-5674</u>
Diagonal Inches:	<u>37"</u>
Month of Show:	<u>September</u>

ACCEPTABILITY OF ART:

Art must meet a number of requirements to be accepted into the Monthly Show. If an entry of art is found to be unacceptable during the installation of a Monthly Show, it may be excluded and the entry fee will be refunded.

- Entries must be prepared as set forth in these procedures. Shoddy workmanship may be rejected. Broken or chipped framing glass or other sharp edges are not acceptable. No sharp metal frame edges.
- Art that is perceived as not suitable for all ages or not suitable for the OTG is subject to rejection by the Monthly Show Manager.
- Art over 48" is subject to rejection by Monthly Show Manager.
- Prints/Gicleés of paintings, drawings or mixed media may be shown in the Monthly Show, but are excluded from the judging.
- Paintings that are painted over printed images on canvases, boards, or prints, where the images were created by someone other than the artist are prohibited from display in the Off Track Gallery. This includes use of off-the-shelf preprinted canvases, paint-by-numbers, and embedded magazine images. One exception is a collage of images that are artistically arranged and prepared as mixed media so that a new artistic meaning is perceived.
- Art created as part of a classroom project that was partially designed by an instructor is prohibited.
- Art that does not meet our Judging Category standards may be excluded by the Monthly Show Manager.

MONTHLY SHOW JUDGES:

Our paid Monthly Show Judges are nonmember professional artists who have been selected by the Judging Coordinator. Monthly Show judges vary from month-to-month. The *Paint Rag* or the gallery shelf may have a short biography of the current Monthly Show judge.

JUDGING CATEGORIES:

There must be five or more entries in a category for judging. Therefore, categories may be combined. Possible categories include: Oil, Acrylic, Watercolor, Pastels, Graphite, Photography, Digital Art, Mixed Media, Jewelry, Textiles, and 3D Art (which includes Gourds, Sculptures, Ceramics/Clay, Wood, Glass and Mosaics).

Photography includes all types of photographic printing as well as painted photographic prints.

Digital Art includes all types of printed digital art as well as painted digital art prints. If the digital art contains images from a camera, it should be placed in the Photography category.

Mixed Media should appear to be more than one painting medium. Painted photographic or digital prints are judged under Photography or Digital Art unless the base prints are cutout and used in a collage, in which case it would be judged as Mixed Media.

Jewelry should be about 60% of your own original work and 40% or less of purchased parts. The work must be assembled by the artist. Functional items such as book marks, watches and key rings are not allowed in the Monthly Show. Jewelry should be more creative than ordinary line beading.

Textiles must contain original designs applied to the fabric. Preprinted fabrics are not allowed. No knitting.

"Grandfathering" exemptions to items in this section may be made by Gallery Committee decision.

MONTHLY SHOW WINNERS:

"Best of Show" wins a \$35 Prize and a coupon for one free monthly show entry of the same entry fee cost as was the winning entry. "Best of Show" winning entries should not be entered again in any future Monthly Shows.

Other Winners: Each Judging Category may have up to three levels of ribbons awarded, "First Place," "Second Place," and "Third Place." At the judge's discretion, Honorable Mention ribbons may also be awarded. If an entry, did not win "Best of Show" it may be entered four months later in a Monthly Show.

Photographs are taken of the Best of Show and First Place winning art and may be displayed in the *Paint Rag*, *website and social media*. They may also be stored for use in other advertising or news in any type of media.

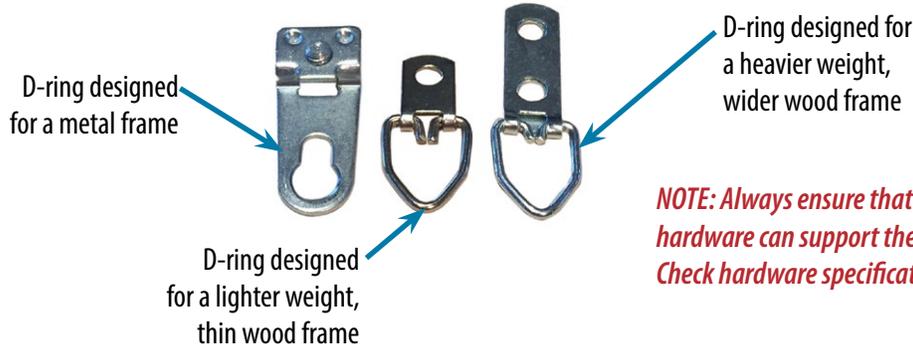
PREPARATION OF ART IN GENERAL:

Art must be prepared to withstand normal hanging or usage without breaking. In particular, this applies to jewelry clasps and wiring or stringing.

PREPARATION OF WALL ART:

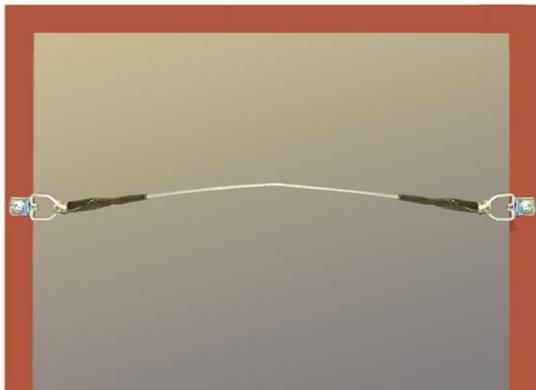
We have prepared the following rules for Monthly Show wall art to prevent accidents that might otherwise occur such as art falling off the wall and breaking.

D-rings are the accepted method of attaching wire.



NOTE: Always ensure that your hanging hardware can support the weight of your art. Check hardware specifications.

D-rings are attached by screws on each side of the frame.



Placement of D-rings is determined by the size of the frame.

- For small frames, placement is about one-fifth of the way down from the top of the frame.
- For vertically longer frames, placement is about 4 to 5 inches from the top (possibly more for really large frames).

IMPORTANT: The placement of D-rings must allow concealment of the hanging wire and the wall hook, and allow leveling of the frame.

No screw eyes or saw tooth hangers or backboard hooks allowed for hanging in the Off Track Gallery.

Although some frames are purchased with mounting hardware already installed, D-rings and wire must be installed on the frames entered in the monthly show.



NO SCREW EYES



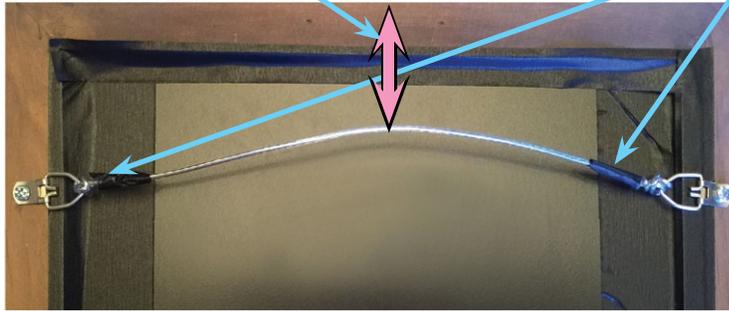
NO SAWTOOTH HANGERS



NO RINGS OR HANGERS
MOUNTED ON BACKING BOARD

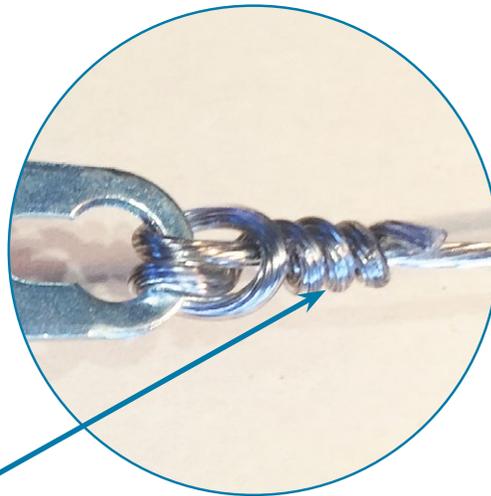
Hanging wire should be taut enough so that when the art is hung, the picture hanger will not be visible.

When hung, the pulled center of the hanging wire should be about 2-inches away from the top of the frame



The wrapped ends of the hanging wire must be covered with tape to protect against injury

Hanging wire should be threaded through the D-ring, and the end should be wound around the hanging section.



Threaded wire is shown here before taping over the end of the wire. Heavier pictures require more wrapping. Special wiring wrap instructions are available on the Super SoftStrand wire spool (see below).

Suggested wire size and type with a weight spec of 60 lb.:
Super SoftStrand, Size # 6
Plastic Coated, Stranded Stainless Steel
Picture Wire



Note: This wire spool comes with convenient step-by-step visual instructions for attaching the wire to a D-ring.

(This spool was purchased on Amazon, but might also be found at other framing supply stores.)