

8050 Running Valley Road
Stroudsburg, PA 18360

Admin/Technical: 570-629-3060
Env. Education: 570-629-3061
www.mcconservation.org



MONROE COUNTY
CONSERVATION DISTRICT



Information for Artists/Organizations

Public Relations: The art show schedule appears in the MCCD's newsletters and on their website. A press release is sent to all local papers, radio stations and TV stations two weeks prior to the opening reception. Two to three digital photos that represent the artist's/organization's work, an artist biography and description of show are needed post contract for public relations purposes.

Invitation/Flyer: The digital photo that represents the artist's/organization's work will be used to create the invitation flyer which is shared with the general public. A copy of the invitation flyer will be emailed to the artist/Organization to reproduce for their mailing lists. Artists/organizations, of course, can create and send their own invitations if they so choose.

Opening reception: The opening reception is a simple affair with coffee served. The artist/organization is welcome to add to these refreshments, however, alcoholic beverages may not be served. The artist is required to attend this reception which is generally the first Saturday of the month from 11am-1pm unless otherwise discussed.

Artists'/Organizations' Biography; At the entrance to the gallery a "Meet the Artist/Organization" sign is posted. This is a brief biography and statement along with an optional picture of the artist/organization. Artists/Organizations need to provide this information to MCCD ahead of time.

Gallery space: The gallery can display 25 to 35 pieces, sometimes more, depending on the size. The hanging system is very simple and adjustable (hooks and chains). Artists/organizations are responsible for hanging their work but may request the help of MCCD staff if necessary.

Price List: Artists/Organizations provide ahead of time a list of artwork to be shown with the name, price and any other pertinent information, i.e. medium used, the style, the place. A business card size label is attached to each piece with this same information.. Pieces that are not for sale may be hung and labeled as such.

Sales: The Monroe County Conservation District will accept money and checks in the name of the artist/organization and inform the artist/organization when money is received. 20% of the total proceeds during the exhibition will be payable to Monroe County Conservation District. Donations to be made in full at time proceeds are transferred to the artist/organization or when artwork is removed. Buyers will be asked to leave the piece hanging until the end of the show at which time they can pick it up. Exceptions are made if the buyer must take the art that day.