



THE CAPITOL HILL ART LEAGUE

a program of the Capitol Hill Arts Workshop

**MEMBER HANDBOOK
2018–2019**

CHAL MEMBER HANDBOOK – TABLE OF CONTENTS

Mission Statement	2
Contact Information	2
Who We Are and What We Do	3
How to Become a Member	4
The CHAL Year	4
Annual Meeting	5
Process for Submitting Work	5
How to Prepare Your Work for Exhibit	6
Judging and Posting Results	7
Picking Up Work	8
How Sales Are Handled	9
Sales After Exhibit and Referrals for Sales	9
Steering Committee	10
Calendar for Current Year	See Online

Mission of the Capitol Hill Art League

CHAL's mission is to provide artists with opportunities to meet each other, exchange views and information about art, and learn and receive encouragement and professional contact with artists and jurors in a friendly environment; to give artists opportunities to exhibit and sell their work in a gallery setting; and to promote the growth and appreciation of visual arts in the Capitol Hill community and the Washington region.

The Capitol Hill Art League
A program of the Capitol Hill Arts Workshop
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Who We Are and What We Do

The Capitol Hill Art League (CHAL) is a visual arts organization with members drawn from the Capitol Hill neighborhood, Washington, DC and the metropolitan region.

We promote the visual arts through member exhibits in the Capitol Hill community and beyond. Our principal effort is in producing exhibits throughout the year at the Capitol Hill Arts Workshop (CHAW) and other venues. Each year we:

- produce several juried and non-juried exhibits in the Gallery at CHAW where members can show and sell their work
- develop opportunities for CHAL exhibits in other venues in the metro area
- support artistic growth, especially through the experience of participating in juried shows and in interacting with fellow artists at a variety of CHAL-sponsored events
- bring CHAL members and the community together for exhibit opening receptions where artists can meet each other and listen to the juror talks

CHAL also provides its members:

- information about exhibits in which members are involved at local venues outside the CHAW gallery
- information on opportunities for exhibiting work in other venues
- information about and participation in public art projects
- workshops, lectures, tours, and other services, such as professional photographing of member work and a critique group
- a continuing strong relationship within the community of the Capitol Hill Arts Workshop

We Invite You to Become a Member

Membership is open to anyone 18 and over.

The membership fee is \$50 for one year that runs from September 1-August 31 plus a commitment to volunteer in CHAL activities and exhibits. In lieu of volunteering time, members may pay an additional annual \$40 fee. This option is intended only for those artists who are truly not able to contribute time to CHAL due to time or health limitations. College students with valid ID may pay a \$25 membership fee; volunteering is required for student members.

Volunteers may choose to assist with receiving, jurying, coordinating monthly openings, managing web design and maintenance, **maintaining member name-tags for Gallery receptions, creating Gallery wall labels for shows, obtaining and setting out refreshments for openings**, and developing workshop and exhibit events outside the CHAW gallery. Volunteering is an integral part of CHAL, critical to the art league's smooth functioning but also key to the sense of membership for the artists. We use an email request system via SignUpGenius for recruiting and organizing our volunteers.

The membership fee may be pro-rated during the year for new members only, beginning in January through May with a reduction of \$5 per month during the first five months of the year. The non-volunteering fee is \$40 regardless of when one joins. Continuing members pay the full rate each year, regardless of when membership is renewed.

Prorated membership fee for **new** members joining later in the season:

January 2019	February 2019	March 2019	April 2019
\$45	\$40	\$35	\$30

NOTE: If you wish to join CHAL in May or later as a new member, you pay the full annual membership fee, and your membership will roll over for the full following season (ie. 2019-2020) automatically.

Membership forms are available by visiting CHAW as well as on the web at www.caphillartleague.org. Completed membership forms and dues may be mailed or delivered in person to:

CHAL, c/o CHAW, 545 7th St SE, Washington DC 20003

The CHAL Year

CHAL presents juried and non-juried exhibits at CHAW and other venues throughout the year. For exhibits in the Gallery at CHAW, artwork is usually received from members at CHAW on the first Saturday of that month and the following Monday, from 9:30–11:30 AM each day. Exhibits at outside venues and the Annual Juried Open Call exhibit at CHAW may often use a digital submission system. For digital submissions, complete instructions on the process are emailed out in advance as a Call for Entry.

For the exhibits at CHAW, jurors who are knowledgeable in a range of art media choose works to creating a coherent exhibit. Exhibits may have a theme, which is designed to be open to interpretation by artists and jurors. CHAL volunteers install the exhibit during the week after the jurying process.

All exhibits held in the Gallery at CHAW open with a 5-7pm reception and juror's talk; the juror generally speaks at 5:30 PM.

Annual Meeting

The annual meeting is an opportunity for members to meet, enjoy refreshments and come together to discuss the year's successes, challenges and ways to improve the organization. Annual meeting details will be emailed to members and posted on CHAL's website.

Process for Submitting Work

Prior to receiving, CHAL sends electronic communications with the theme for the monthly show, name of juror, receiving times, and date and times for opening and juror talk. Images with the email announcement usually display a CHAL member's work that was recognized in a prior juried exhibition.

Members may submit up to three pieces for each juried exhibit. If two or three pieces are sold as a unit (not separately), then these constitute a diptych or triptych and are counted as one submission. If an artist submits two or three pieces that s/he wants displayed as a unit but are to be sold as multiple units, then these pieces count as two or three submissions (respectively). Only

original works may be submitted (no copies are accepted, even of your own work, including giclées). Photos and digital manipulations are considered original. Work must have been finished in the last three years.

Maximum weight for wall-hung pieces is 30 pounds. This weight limit **cannot** be exceeded for safety reasons. 3D pieces must fit on pedestals that are 12"x12"; no 3D work can be installed on the floor.

Work previously exhibited in a juried CHAL exhibit may not be resubmitted for any subsequent juried CHAL exhibits. But previously non-accepted work may be resubmitted as it may be juried into a subsequent exhibit.

ALL WORK MUST BE FOR SALE. No prices may be changed after work is entered. It is important to keep prices of work consistent, regardless of where it is exhibited.

Each work must have a submission entry label (available on the CHAL website, or at receiving) attached on the back. These entry labels are your only paperwork for receiving, and help us keep organized. A non-refundable entry fee of \$5, \$9 or \$12 for one, two or three works, respectively, is due at receiving. The Capitol Hill Art League Steering Committee will be the sole and FINAL judge of a work's acceptability for submission.

How to Prepare Your Work for Exhibit

CHAL exhibits work in a professional manner. Requirements are explained below. Please note that pieces that do not conform to these requirements will not be permitted to be submitted at Receiving for in-person juried CHAL exhibits. Any pieces accepted to a digital-submission exhibit that are delivered and do not conform to these requirements will not be hung in the exhibit until deficits are redressed.

Paintings on canvas or board, pastels, fabric art, photography, and paper

~Wall-displayed works must be securely prepared for hanging, normally with eye screws, D-rings or Nielsen wire holders (for metal frames) and hanging wires firmly attached to the back. Secure the eye screws, D-rings or Nielsen wire holders approximately two inches down the sides from the top of the frame. Clips or saw tooth hangers are **not** acceptable. Please do **not** use clips or saw tooth hangers.

- ~Work will be eliminated if poorly prepared or still wet.
- ~It is important that your artwork is shown to its best advantage. Edges must be finished. No staples or tacks may show on front or sides. If staples or tacks do show, you may cover them with strips of finished wood, as in framing.
- ~Watercolors, drawings, sumi-e, lithographs and other print media, photographs, and anything with a paper mat, should have a protective covering of glass or Plexiglas. No taped or clip frames are allowed.
- ~White or cream mats and simple frames (unless the frame is part of the artwork itself) are suggested. We require sturdy frames and wire on the back.
- ~ Maximum weight for wall-hung pieces is 30 pounds. This weight limit cannot be exceeded for safety reasons.
- ~ Fragile work should be delivered in bubble wrap or other safe cushioning, and museum gel or another method should be provided to help the work remain secure where displayed.

Three-dimensional work

Safety of works made of fragile materials like glass, ceramic, paper, feathers, etc., is a concern for the artist. Collaged sculptures may also be fragile in their construction, even if the materials are unbreakable. For wall-hung 3D pieces, maximum weight is 30 pounds. This weight limit cannot be exceeded for safety reasons. 3D pieces must fit on pedestals that are 12”x12”; no 3D work can be installed on the floor.

Ensuring safety of your work

Actual damage to artwork at CHAW is quite rare, but cannot be ruled out as a possibility. A children’s after-school program and other groups also use the CHAW Gallery. In general, we must assume a certain level of risk for all works. Also, pieces held in our storage closet are vulnerable to scratching though we try our best to protect them. CHAL and CHAW do not carry insurance on artwork. The artist assumes the risks of displaying work.

Judging and Posting Results

An invited juror who is not a CHAL member selects each month's exhibit. Our jurors are regionally or nationally recognized. Jurors are professors, teachers, museum curators and gallery owners.

Each exhibit is solely the choice of its juror. The Capitol Hill Art League does not control the selection of work. Having a different juror for each exhibit assures variety in successive exhibits and broader opportunities for member artists. Suggestions for future jurors and themes are welcome; please send them to a CHAL steering committee member.

Names of artists and accepted pieces are posted online at www.caphillartleague.org by 3:00 PM on the Wednesday after jurying unless otherwise specified. The list is also emailed to all CHAL members by that time. Please do not call CHAW to ask for jurying results.

Picking Up Work

Work selected for a Capitol Hill Art League juried exhibit hangs for the duration of the exhibit. All works accepted into and presented in a juried CHAL exhibit must remain in the show until it closes. Work not accepted for the current exhibit is placed immediately in the CHAL storage closet for retrieval by the artist.

The artist may pick up unsold work when CHAW is open. Unpurchased work **MUST** be logged out on the sign-out sheet inside the closet door. This is the only method by which a piece's departure is tracked. Work left in the closet longer than 90 days will become the property of the Capitol Hill Art League.

The buyer will pick up sold work from CHAW.

Because our storage space is limited, we ask that you pick up work in a timely manner. Work larger than 30x48 inches will not fit in the CHAL closet, and this is a special concern. Please pick large works up no later than one day after jurying if it was not accepted. Work that has been accepted and part of a show must be picked up by the next exhibit's receiving sessions or at the end of the show. This helps prevent damage to art. Work may not be picked up during the opening reception.

CHAW is open Monday through Thursday 9:30 AM–9:00 PM, Fridays 9:30 AM–6:00 PM, and Saturday 9:00 AM–2:00 PM. CHAW is closed on Sundays, DC school closings and city holidays.

At the end of the CHAL exhibit year in June, the closet must be cleared of all art to make way for the student exhibit in June and later summer events.

How Sales Are Handled

Although in the temporary possession of the Capitol Hill Art League, works of art remain the property of the artist. Upon sale, ownership transfers from the artist to the purchaser.

CHAL sells works of art by cash, check, or major credit card. CHAL does not negotiate prices. Art priced for a CHAL show should retain the same price and value for future purchase or shows outside of CHAL.

Artists receive 75% of the sales price, excluding sales tax. The 25% commission that CHAL retains helps with the cost of the gallery and supports exhibit expenses (such as beverages and the juror's honorarium) as well as occasional special events and classes. CHAW pays artists for their sales by direct bankdeposit/electronic payment within a month after the artwork is picked up and paid for in total by the buyer.

Sold work should not be removed until the close of the exhibit. An exception may be made for out-of-town buyers.

Sales After An Exhibit and Referrals for Sale

CHAL members must not make an arrangement with a buyer for a lower price after an exhibit. The buyer may never have seen your work except for CHAL efforts. Openings often create a buzz that produces a commitment to buy. Member artists' opportunity to exhibit with CHAL depends on this agreement with CHAW to adhere to financial arrangements between CHAL and CHAW.

Steering Committee

The Steering Committee, composed of volunteers from the Capitol Hill Art League membership, meets monthly. Committee responsibilities include:

- identifying jurors and selecting themes
- planning and managing exhibit processes
- creating and managing the league's web presence and social media
- developing membership and volunteer opportunities
- undertaking publicity and press relations
- providing members information through pre-exhibit announcements
- managing the finances of CHAL in conjunction with CHAW
- maintaining an ongoing relationship with CHAW
- organizing special events and classes/seminars

The names of current steering committee members are listed on the CHAL website.

If you are interested in volunteering on the CHAL Steering Committee, please make your interest known to a committee member.

CHAL Exhibit Calendar

See the downloadable Season Schedule or the online Calendar page on the CHAL web site <http://www.caphillartleague.org> for the 2018-2019 activities and dates. Because the calendar can change during the course of the season, it is not printed directly into the handbook.

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