

# Saint Luke's Gallery

The gallery at Saint Luke's is Summit Art's primary gallery space and is an opportunity for all Summit Art artists to have a public display of their work. We are very fortunate to have this space available to us as it is very visible to a large number of people.

However, it is the responsibility of each member to keep it looking as professional as possible and to keep it fresh and updated. It is everyone's responsibility to monitor his/her own work as the hospital does not do any cleaning, repairing or moving of the work.

Your obligations to the hospital gallery as an artist include:

- Keeping your artwork and your literature box free of dust and fingerprints
- Updating your display to keep it fresh
- Making sure your nametags are neat and legible, and not faded
- Keeping your literature box full of your cards or information about you or your work

If for some reason you cannot get to the gallery on a regular basis, you will need to arrange for someone you know who can perform these tasks for you.

Some additional things to remember:

- It would be helpful to attend to your display during the hours the gift shop is open. The hours there are:  
Monday -Thursday 9 am to 8 pm  
Friday - 8 am to 6 pm  
Saturday and Sunday - 9 am to 5 pm
- When you arrive at the gallery to change out or remove your work, NOTIFY SECURITY of your intentions. All you have to do is go to the front desk in the main entry to the hospital and ask the volunteers to let security know you are there.
- When you take down your work, DO NOT LEAVE THE EMPTY RODS HANGING THERE on the wall, even if you plan to bring the work back soon. The extra rods are stored in the gift shop in the closet. If you need to get some out or put some back, the volunteers in the gift shop can help you with that. It makes the gallery look neglected and unprofessional if there are empty rods hanging all over the place.
- If you need new cards they are also kept in the gift shop and again the volunteers there can point you to them.
- Please use the shorter rods for hanging unless there is a compelling reason not to. The longer rods (4') are intended for the literature boxes or for someone who needs to hang 2 small pieces on one rod, or for a few areas where the wall strips are extra high. Whichever size you use, make sure the end of the rod does not hang out below the piece. There should be an ample supply of all sizes.
- When you change the number or location of your artwork, please notify me. I keep an inventory of the number of pieces and the location of everyone's work. I do not keep a list of the names of your pieces unless you provide it for me.
- Please keep in mind that there are a lot of us, and limited gallery space. We will probably need to fit in more and more artwork as we grow our membership, and we want to make sure there is room for as many artists as possible. If you have a choice, please provide at least some pieces that are smaller in width. Currently we are able to have each artist show 2 pieces in the main hallway and 5 pieces elsewhere in the hospital galleries. We have 2 areas that are "themed" – the cafeteria (food or cafeteria-related images), and the maternity waiting area (babies, children).
- We (hanging committee members) reserve the right to move artwork as needed to make a better arrangement. Of course we will make the utmost effort to take good care of your work. If your work is moved very far, we will notify you.

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