



Artist Reception Preparation

Receptions are a lot of fun and a good opportunity to sell your art!

Artist receptions have been pre-scheduled by the Lamorinda Arts Council. They typically take place on the first Saturday of the month's exhibit, from 2:30 to 4:30 with 30 minutes of set up and clean up. Although scheduled by the Lamorinda Arts Council, the receptions are planned directly by the Artist exhibiting that month.

We recommend that the Artist provide refreshments at the reception, to encourage your guests to stay longer. As required by the Contra Costa Department of Health, food must be bought from a certified kitchen. You cannot bring home made food. You can buy food at any grocery store or bakery. You can bring nuts, crackers, vegetables, cookies, grapes, cheese, chips, etc. You will also need to bring table cloths, flowers, paper plates, cups and napkins. Beverage suggestions are sparkling water, 7up/Sprite, lemonade, and/or white wine.

Location of the reception will be within the vicinity of the Gallery and will be either in Studio 4 or in the Foyer depending upon availability.

Additional suggestions:

Designate some friends to oversee/replenish the refreshments for you and take pictures. This will free the Artist to mingle with guests and discuss their work. Copies from The Orinda News with the article about the exhibit will also be on hand.

Be sure to send invitations to your guests! We recommend notifying your guests up to 3 months in advance. We will advertise the reception date and time on the LAC website calendar, in press releases leading up to the reception for local media, and in the Orinda News.

Enjoy your reception!

