



Updated 8/12/19

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### **Reception Information for the Art Gallery at the Orinda Library:**

Artist receptions at the Art Gallery at the Orinda Library have been pre-scheduled by the Lamorinda Arts Council. They typically will take place on **the first Sunday 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 Artists exhibiting that month. When you arrive, please ask the librarian or **Lamorinda Arts Council** curator to unlock the Gallery Room to access the tables and chairs you will need. City maintenance staff returns all the tables and chairs to storage after the reception is over; no need to return them to the Gallery Room. Recycling bins are provided.

We recommend that the Artists 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 homemade 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 tablecloths, flowers, paper plates, cups and napkins. **Red wine or colored drinks are not allowed** to avoid staining the carpet. Good suggestions are sparkling water, 7up/Sprite, lemonade, and/or white wine. The cost of these refreshments should be shared among the Artists.

#### **Additional Suggestions:**

Designate some friends to oversee/replenish the refreshments for you and take pictures. This will free you to mingle with guests and discuss your work. Elana from *The Orinda News* will also be present with copies of the paper that feature an article about the exhibit.

Be sure to send invitations to your guests! We recommend notifying your guests 3 months, 2 months, 1 month and a short reminder a few days before the event. We provide you with an official poster mid-way through the month prior to your reception. Attendance at receptions is always related to how many personal invitations each artists sends out.

**Enjoy your Reception!**

