Frequently asked Questions and Answers

**Q1: Who is doing the advertisement?**

**A:** We are sending out postcards – which are designed by the Artist(s) – to all Congregants and put notices in our Newsletter (bi -weekly, except in the Summer when its once a month) and Happenings (once a week on Thursday).

Any other advertisement is done by the Artist themselves, for example:

NY Times (3 weeks before the show) Newsday (3 Weeks before the show)

Patch (shortly before the show) Friends

Other Organizations?

**Q2: Which part of the Gallery is reserved and how?**

**A:** The walls and one display case, not the floor space or more display cases; as the Gallery is heavily used on a daily/evening basis.

If someone wants to see the exhibition at a certain time it is advisable to call first. See Q5.

**Q3: What should the Artist do for the Reception?**

**A:** We supply coffee, tea, and water as well as paper cups, wine glasses, plastic utensils, serving utensils and other needed utensils?

The Artist is responsible for refreshments, for example veggies and dips or other finger food and cookies, wine, champagne, or soda. The amount of food depends on how many of their friends they expect to show up at the reception!

**Q4: How can I find out more about the locality of UUCSR Gallery and other questions?**

**A:** After you book a date, you will receive a red folder which contains the contract, the Art Gallery Layout, this Q & A Form, a W9 form, etc. This folder will include a detailed art gallery floor plan with wall measurements.

It is recommended that you contact Elaine Corrao (usually a month prior to installation date or sooner if you prefer) at 516-472-2933 or [ecorrao@uucsr.org](mailto:ecorrao@uucsr.org) to set up an appointment to view the Gallery and go over any additional questions. We ask that you bring this Q & A form with you at that meeting.

**Q5: When is the best time to visit the Gallery?**

**A:** We cannot reserve the Gallery for visits to the Exhibition; the best time to visit are Monday- Friday before 6:30pm. The Gallery is a multi-purpose room that is used by outside groups and our own Committees, therefore, it is highly recommended to call before visiting the Gallery. Please see Q4 for contact information.

Please remember to bring this form with you when you meet with Elaine. You will have a chance to review this Q & A and ask any additional questions. You will also be asked to sign this form.

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Signature of Artist Date

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Signature of Staff Liaison Date