



Visual Art League of Lewisville

Gallery Sitting FAQ

1. Why do Visual Art League of Lewisville (VAL) Members gallery sit?

The VAL is a non-profit organization that works in partnership with the City of Lewisville. Through this partnership, the VAL receives grants and access to the Lewisville Grand Theater. Members who have art in a gallery exhibition should provide service hours by gallery sitting.

Members who do not have art in a gallery exhibition are encouraged to sign up for gallery sitting (though not required). Members who have volunteered their time by gallery sitting have commented it's a peaceful and inspiring opportunity.

2. How do I sign up to gallery sit?

A Sign Up Genius email is sent to all VAL members usually on the opening reception day or the following day. (Saturday or Sunday). Click the link to view the available gallery sitting options and register.

3. What do I do when I arrive to gallery sit?

Go to the Administrative office and sign the volunteer hours book. Remember to sign out when you leave.

Note: If you are gallery sitting on a Saturday, the Administrative office will be locked. Ask a Grand employee to walk you in.

4. What do I do during a gallery sitting?

This is your opportunity to represent the Visual Art League of Lewisville to all guests who visit the Gallery.

- Greet all guests who enter the Gallery.
- Invite guests to sign in with their name and zip code. The VAL receives funding based on visitors and their zip code information.
- Strike up conversations with the guests.
 - Is this their first time visiting the Gallery?
 - Are the visitors artistic? Perhaps they'd like to join the VAL. Membership information is available on our website. Invite visitors to a Member Meeting.
- You may read a book, bring a sketchbook, study the art on display, etc while gallery sitting.
- This is a great opportunity to become familiar with the other artists' work.

- Keep a gentle eye on visitors. It is the standard in any museum or art gallery that artwork is not to be touched. Exceptions: on occasion, there are artworks on exhibition with labels that indicate visitors may touch or handle the artwork with care.

5. What if someone wants to buy artwork?

Contact Information:

Get their contact information (Name, Email, Phone) and ask which artwork they want to purchase. Provide the information to the curator for the exhibition. The curator will provide the information to the artist. (If you know the artist directly, you may also provide the information to the artist and copy the curator to keep everyone looped in).

As a gallery sitter with artwork in the exhibition, you have the curator's contact information.

The curator's contact information is also on the Winners' Poster for every exhibition and on a sign near the visitor sign-in book at the entry of the Gallery.

Red Dot:

Place a red dot on the label for the artwork, indicating it is "sold". We define sold as an expressed interest in making a purchase. Red dot stickers are in the credenza near the entrance of the Main Gallery.

Transaction Process:

The business transaction will happen directly between the buyer and the artist.

Art must remain until the close of the exhibition.

The artist and buyer will arrange the pick-up / delivery of the artwork.

Commission Procedure:

Artist will submit a 20% commission to the VAL treasurer. The VAL will keep 10% and will issue 10% to the Lewisville Grand. The Grand will not accept payment from the artist – the transaction must happen between the VAL treasurer and The Grand.

Artist can pay the commission online and also submit a Commission Form to the VAL treasurer. This is found on the homepage, by clicking the image: "Pay Commission"

6. I have finished gallery sitting for my time slot. No one has shown up to gallery sit after me. What do I do?

It is possible that no one has signed up to gallery sit after you. You are not required to stay until someone relieves you of your "duties". Be sure to sign out on the volunteer hours book in the Administrative office.