



# JURY COMMITTEE

---

## **Overview:**

The Jury Committee shall be responsible for maintaining a process to review and evaluate the work and suitability of potential Associates and Consignors and communicate the Jury's decision to the applicant and others. Decisions shall be based on the criteria in the "Jury Committee Evaluation and Interview Guidelines". The committee is also responsible for jurying new medium types of items by existing Associates and Consignors and keeping records of what types of items have been juried-in. This list of juried items shall be posted on the website. The Jury Committee, in conjunction with the Display Chair, shall also be responsible for deciding who comes off the Wait List when space is available.

## **Essential Jury Chair Tasks:**

- a. Receive photos of artwork and applications from prospective applicants and share them with the Jury Committee.
- b. Receive actual artwork from prospective Associate or Consignor. Ensure that it is kept safe throughout the jury process.
- c. Inform the Jury Committee members that there is artwork to be reviewed. Urge them to review the artwork and application quickly and inform the Chair of their vote by email. Their votes will be sent only to the Chair of the Committee, not to all members.
- d. Follow-up with Jury Committee members after 2 weeks if they have not voted.
- e. If there is a tie vote, the Jury Chair must vote.
- f. Keep records of all activity regarding application, votes, and any communication.
- g. Maintain the "Jury Committee Decisions" list and insure that the current version is posted on the website.
- h. If the Jury Committee's decision is a "no" for an Associate or a Consignor:
  - 1) Contact the applicant by email letting him/her know the decision. The letter should not be too specific (as suggested by our Attorney). (See sample letter attached.)
  - 2) Send an email to Jury Committee members and President letting them know that we will not be accepting that applicant.
- i. If the Jury Committee's decision for a Prospective Associate is a "yes":
  - 1) Contact the applicant by phone advising him/her of this decision and arrange a mutually convenient time to meet in the shop to take in the items that will be put on display for sale. Email the artist the appropriate letter found in this Job

- Description. Inform applicant to go to the website and print off the **Bylaws, the Governance Policies, Display Guidelines, Inventory Entry Form and either the Contract for Associate or Consignor**. They must complete the Inventory Entry form per instructions on the form.
- 2) Inform the applicant to be prepared to do the following and bring the proper forms. During that visit the following must be done:
    - **Conduct an interview, using the Interview form on the website to ensure they can work by themselves in the shop after training** and meet other requirements. Send a copy of this interview form to all Jury Committee members.
    - Get the W-9 and contract signed and collect the fees that are due. Make sure the applicant has a copy of the Bylaws and Governance Policies from the website. Leave any fees and contract in the Treasurer's mailbox. Do not put them in QuickBooks.
    - Get a completed Inventory Form listing items they are bringing in for sale. Tell them that a code will be established in our computer system to identify them, and their inventory items will be entered, and price stickers generated. These will be left on the back bulletin board for them to pick up and affix to their artwork.
    - Wall cards will need to be made for all wall art.
    - Get a copy of their biography and supply of business cards for the Bio Notebook.
  - 3) The Treasurer will email all Associates to let them know we have a new Associate, what their artform is, and their contact information. The Scheduling Chair and any other Committee Chairs will then contact the Associate as needed.
- j. If the Jury Committee decision for a Prospective Consignor is "yes"
  - k. Contact the applicant by phone advising him/her of this decision. Contact the Consignor Coordinator and the President regarding the decision.
  - l. The **Consignor Coordinator** must then contact the applicant and arrange a mutually convenient time to meet in the shop to take in the items that will be put on display for sale.
    - 1) Inform applicant to go to the website and print off the **Bylaws, the Governance Policies, Contract for Consignor, and an Inventory Entry Form**. They must complete the Inventory Entry form per instructions on the form.
    - 2) Sometime during this process, the Consignor Coordinator should conduct an interview using the interview form on the website. Send a copy to all Jury members.
    - 3) Inform the application to be prepared to do the following and bring the proper forms. During that visit the following must be done:

- i. Complete a W-9 and get the contract signed and collect the fees that are due. Make sure the applicant has a copy of the Bylaws and Governance Policies from the website. Put fees in the Treasurer's mailbox with the signed contract.
  - ii. Get a completed Inventory Form listing items they are bringing in for sale. Tell them that a code will be established in our computer system to identify them, and their inventory items will be entered and price stickers generated. The Consignor Coordinator will affix the price stickers to the artwork and display it, so the Inventory form must be very specific.
  - iii. Get a supply of business cards to put next to their artwork.
- 4) Treasurer will email all Associates to let them know we have a new Consignor, what their artform is, and their contact information.
  - 5) The Consignor Coordinator must display the artwork, affix price stickers and prepare wall cards and keep in touch with Consignors about getting more artwork when needed.

### **Committee Tasks:**

- Judge prospective Associate's and Consignor's artwork in a timely fashion so as not to keep the applicant waiting too long. The entire Jury process should take **no more than 14 days** from the day the applicant brings in artwork.
- Determine if a Prospective Associate or Consignor meets all the criteria in the "Jury Committee Evaluation and Interview Guidelines".
- Maintain a "Wait List" for artists who have been approved by the Jury Committee, but who are waiting for a display space. Wait listed artists will be taken off the wait list on a first one-first off basis based on the type of space available. This decision will be made in conjunction with the Display Committee Chair.

### **Jurying New Medium Types:**

- For existing Associates or Consignors who wish to add another medium the artwork must be juried, essentially the same process is followed. Sending photos of the artwork may be all that is needed since the Committee will be familiar with the quality of artwork by the artist. All artworks must meet the criteria in the "Jury Committee Evaluation and Interview Guidelines".
- Records of all item medium types that have been juried-in for each Associate and Consignor must be maintained by the Committee Chair. This record (in a Word table format) must be sent to the Webmaster and posted on the website so that all Associates will know what has been juried-in and what is allowed in the shop. (Per Board of Directors directive 8/13/18).
- **If an artist brings in work that is a medium/product/substrate that has not been juried-in, it is the job of the Jury Committee to remove that artwork from display and inform the artist to pick it up. (Per Board of Directors directive 8/13/18)**

### **Associated with:**

- m. Prospective Associate application and jury process
- n. Prospective Consignor application and jury process
- o. Jurying items from existing Associates and Consignors

### **Communicates and Coordinates With:**

- p. Finance regarding contract and tax forms
- q. Inventory regarding entering new items in the POS system
- r. Display regarding where and how to display new items.
- s. Consignor Coordinator
- t. Scheduling Committee
- u. Webmaster for Jury Decisions list
- v. **The President should be copied on all emails to prospective Associates and Consignors**

### **Essential Skills:**

- Ability to professionally judge artwork of all kinds in terms of suitability for Artisans.
- Ability to communicate clearly and concisely with people.
- Ability to determine if a person is capable and willing to work in the shop if applying to be an Associate.
- Ability to use Word.

### **Guidelines:**

(see below)

**Letterhead can be found on the website. These letters can be sent by email.**

## **Jury Declination Letter Example**

Re: Your Application to Join Artisans as an Associate (or Consignor)  
Dear (Applicant's Name),

Thank you so much for your interest in **Artisans**.

As you can appreciate, we carefully review and evaluate each person's work, based on what we know will sell, and will not duplicate work already on display in Artisans. At this time, our Jury Committee feels that the work you submitted for review does not meet the sales profile for our shop.

We hope you will understand and wish you success in your artistic journey. Should you have any further questions, please don't hesitate to contact me.

Sincerely  
Your Name  
Jury Committee Chair  
Artisans  
(Your Phone Number)

cc: Jury Committee Members and President

---

## **Welcome Letter Example for Associate**

Re: Your Application to Join Artisans as an Associate  
Dear \_\_\_\_\_,

I'm very happy to tell you that the Jury Committee has reviewed your work and has voted to invite you to join Artisans. As we discussed, your membership will start on \_\_\_\_\_.

Please go to the Artisans website at [www.artisansofmtdora.com](http://www.artisansofmtdora.com). Select the "Join Us" page, and print and read all documents on that page. Also read the Bylaws and Governance Policy documents on the same page. Print, read and sign the "Contract for

Associates and Consignors”. The last page will be completed by a representative of Artisans. Print and complete the Inventory Form. The instructions are on the form.

We will inform our entire membership that you are joining us. Committee Chairs that need to be in touch with you, will send you an email. In the meantime, I will be happy to answer any questions that you might have.

\_\_\_\_\_, your artwork is amazing and we’re very excited that you’ll be joining us. You can pick up the pieces that you dropped off at your convenience.

Each artist that will be hanging artwork on the walls is required to print out one wall card for each hanging piece. The Wall Card Blank Template file is on the website. Please be sure to bring in your Contract, Inventory Entry Form, printed Biography, and Wall Cards with you, plus some business cards.

Sincerely,

(Your Name)  
Jury Committee Chair  
Artisans  
(Your phone number)

cc: Jury Committee Members and President

---

## Welcome Letter Example for Consignor

Re: Your Application to Join Artisans as a Consignor

Dear \_\_\_\_\_,

I’m very happy to tell you that the Jury Committee has reviewed your work and has voted to invite you to join Artisans as a Consignor. As we discussed, your membership will start on \_\_\_\_\_.

Please go to the Artisans website at [www.artisansofmtdora.com](http://www.artisansofmtdora.com). Select the “Join Us” page, and print the “Contract for New Associates and Consignors”. Read all the other documents on that page. Read the document, complete the page that relates to a Consignor, and sign it and bring it with you when you go to Artisans. The last page will be completed by a representative of Artisans. Print and complete the Inventory Form. The instructions are on the form.

We will inform our entire membership that you are joining us. I will be happy to answer any questions that you might have. Your Consignor Coordinator is \_\_\_\_\_ at (email address) and (phone number). The Coordinator will be in touch with you to arrange a date for you to bring in your work and complete the acceptance process.

\_\_\_\_\_, your artwork is amazing and we're very excited that you'll be joining us. You can pick up the pieces that you dropped off at your convenience, or if you would like to leave them for us to sell, please let the Consignor Coordinator know.

Sincerely,

(Your Name)  
Jury Committee Chair  
Artisans  
(Your phone number)

cc: Jury Committee Members, Consignor Coordinator and President

---

## **Non-Renewal Letter Example for Consignor – From the President**

Re: Continuing as a Consignor at Artisans  
Dear \_\_\_\_\_,

Your work is of high quality and we have displayed it to the best of our ability. Unfortunately, your work has not made a connection with our clientele. We feel that we cannot continue to ask you to pay the fees when you are not rewarded with sales.

Therefore, at the end of this contract term, we will carefully assemble your work for you to pick up at your earliest convenience.

Thank you for your participation at Artisans. Your artwork will be ready for pickup by \_\_\_\_\_.

Sincerely,  
(Your Name)  
**President**  
Artisans  
(Your phone number)  
cc: Consignor Coordinator, Board of Directors



**JURY  
COMMITTEE  
EVALUATION  
AND INTERVIEW  
GUIDELINES**

**ABSTRACT**

These Guidelines are to be used when the Jury Committee is considering artwork presented by a prospective or current Associate or Consignor.

July 26, 2022



## **1. Overview**

These Guidelines are to be used when considering artwork presented by a prospective or current Associate or Consignor. When a current Associate or Consignor wants to add a different type of medium/product/substrate that the Jury Committee has not previously approved, an application must be submitted, and these Guidelines will be used to evaluate the artwork. When applying for membership, an artist must submit all the various forms of artwork that they would like to sell at Artisans.

## **2. Purpose of These Guidelines**

Artisans is implementing these Jury Committee Evaluation and Interview Guidelines to:

- a. Provide ongoing guidance to the Jury Committee members so that Jury-related decisions can be made fairly and consistently over time.
- b. Provide information for new applicants.
- c. Provide guidance for current Associates and Consignors about what they can reasonably expect from the Jury Committee.
- d. The Jury Committee Chair, or designated member of the committee, shall maintain a list of all juried artwork and whether it was accepted or not, or if there were some restrictions on the artwork. This shall be called the "Jury Decision List". This list shall be stored on the website with other documents, so the members can refer to it.

## **3. Criteria for Artwork/Crafts to be Accepted by the Jury Committee:**

- a. Artwork/craft must meet the Workmanship Standards.
- b. Artwork/craft must be handmade by the artist, where "handmade" means artist-crafted using hands and tools; hand-crafted using creativity; hand-assembled; hand-altered; designer-made; made by a process requiring manual skills; embellished.
- c. Artwork/craft must be unique, originally conceived by the artist, and the artist's own design.
- d. The item must show a high degree of craftsmanship and experience.
- e. The item must be of high-quality materials.
- f. The artwork/craft cannot be something simply purchased i.e. buy-sell.
- g. Images of artwork exclusively by the artist, such as photographs, paintings, or watercolors may be reproduced on any substrate such as: paper, canvas, wood,

ceramic, metal, mousepads, magnets. The items must show the artist's signature.

- h. Reproductions of original photographs, paintings etc. are allowed. Original artwork must be clearly marked as "Original". All photographs, acrylics, paintings, watercolors, and other wall art must be signed by the artist. Artisans would like to have a mix of original and reproductions of artwork.
- i. Wall art must be securely wired with no sawtooth hangers. Frames must be undamaged and of good quality.
- j. Copyrighted material is not allowed such as: Disney characters, team logos or team mascots.
- k. The artwork/craft must compliment other artwork in the shop.
- l. The artwork must have a price point that is in-line with other art in the shop and is marketable.
- m. The artwork must meet our space constraints.
- n. The artwork must not be similar the artwork of another artist currently at Artisans.

#### **4. Criteria for the Artist to be Accepted as an Associate:**

Whether an applicant meets these criteria is determined by the application and a personal interview.

- a. The artist must be a Florida resident.
- b. The artist must live close enough to Artisans to be able to work in the shop the required number of hours during a 6-month contract term, attend quarterly meetings and do committee work.
- c. The artist shall submit only his/her own artwork.
- d. Collaborative artwork shall be considered by the Jury Committee on an individual basis and must be approved by the Board.
- e. Artists shall contract and participate as sole proprietors and not as a partnership, Limited Liability Company, corporation, or other business associate.
- f. Artwork cannot be for sale at any other retail establishment in downtown Mount Dora Florida.
- g. Artwork will be displayed in space designated by the Display Committee under the direction of the Board of Directors.
- h. Artists must be able to keep a supply of artwork in their designated display or designated storage space, at all times.
- i. The artist must be able to effectively work in the shop alone, after trained.

#### **5. Criteria for the Artist to be Accepted as a Consignor:**

Whether an applicant meets these criteria is determined by the application and a personal interview.

- a. All the above apply to Consignors except, the artist may live anywhere in Florida since they are not required to work in the shop.
- b. The artist must be a Florida resident and live in Florida at least 6 months out of the year.

**6. Interview Form for Prospective Associate:**

- a. The interview form is on the website under Member Login. A member of the Jury Committee calls the applicant to conduct the interview. When saved the file is automatically sent to a designated person, who will share it with the Jury Committee.

**7. Interview Form for Prospective Consignor**

- a. The interview form is on the website under Member Login. A member of the Jury Committee calls the applicant to conduct the interview. When saved the file is automatically sent to a designated person, who will share it with the Jury Committee.

**8. Application for New Medium, Product or Substrate (Revised 7/18/22)**

- a. When an artist wants to add a new product, a new medium type, or a new substrate to sell at Artisans, it must be approved by the Jury Committee. An Application for New Medium, Product or Substrate must be completed and submitted with a sample of the new artwork for approval.
- b. Medium is a substance the artist works with i.e.: acrylic paint, silver, ceramics, leather, beads, copper etc. If an artist wishes to add an item to the gallery and it is a new medium for them, the artist must complete the application and submit photos to the Jury Committee for approval. The Jury Committee may request to see the physical artwork.
- c. A product is an item that is offered for sale. If an artist wishes to add a new product to the gallery, he/she will complete the application form for new medium, product, or substrate, submit photos and the physical product to the Jury Committee for approval.
- d. Artists wanting to add reproductions of their approved artwork on prints, notecards, journals, magnets, calendars, coasters and playing cards DO NOT

NEED JURY COMMITTEE APPROVAL. Reproductions on products not listed above will need Jury Committee approval.

- e. Substrate is the underlying layer the artist works on including canvas, metal, wood, plexiglass, paper, glass etc. Wall artists may create wall artwork in their approved medium on any substrate listed here without going through the jury process.
- f. Composition is defined as the arrangement of elements within a work of art. Subject is defined as the focus object in the work of art. Wall artists may create artwork (in their approved medium) depicting **any subject or composition** without going through the jury process.