

BURLINGTON HANDWEAVERS & SPINNERS GUILD 2010 DISPLAY WINDOW GUIDELINES

Adopted November 2010

The concept is for individual members, or small groups of members, to display their textile works, or collection of related textile articles, for each 2 month period (March/April, July/August, November/December). It is a volunteer program and requires that the volunteer member(s) design and install their own display. The Guild Window Chair Person acts as resource to those displaying, to:

1. Liaise with the Center and other users of the window,
2. Provide layout and artistic help as necessary,
3. Provide construction help.

If no members volunteer for the next 2 month period, the Executive will decide on the theme and the Window Chair will develop the display as is the current practice.

Considerations for Creating a Display

The goal of the window display is to catch the viewer's interest or curiosity, to cause them to pause. This will help promote our Guild by showing what we do. Any display will receive only cursory glances from most passers by unless it is striking and unusual.

The Guild's name MUST be clearly shown. A long black-on-white sign is available, made for our window displays.

The display should provide enough information to tell the viewers what they are seeing. The audience is the general public, not spinners or weavers. The names of the contributors and labeling of the articles in a professional way is required.

The Guild's display equipment can be used, if available.

Articles can be hung from the ceiling which is a somewhat fragile plastic grid covering the hidden light fixtures above.

Co-ordinate the in-and-out times with the Hooking Craft Guild who alternate with us to use the window on a 2-month cycle. Our allocated months are March-April, July-Aug and Nov-Dec.

The Guild's budget provides funds for our displays. Any expenses must be pre-approved.

Description of the Window

The dimensions of the window are shown on a sketch available from the Window Chair Person. Basically, it is 12 ft wide across the back and 6 ft 6 inches in height. The depth is 34 inches. The inner space is actually trapezoidal as the distance across the window front is less than that across the back. There is no electrical outlet in the showcase. The actual "door" into the front of the case is rather narrow and could restrict the movement of large items, and thus should be checked if big props are part of the plan.

The back wall of the showcase is hard board, fabric covered. Thumbtacks, map pins and small screws can be used, however these pins are difficult to use on the hard surface.

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Guidelines for Application

Two month's notice to the Guild is required, accompanied by a request for funds and a sketch of the proposed display. This time spans only two Guild meetings and is necessary for the Guild's Window Chair Person to liaise with other users.

The items should be:

- the work of a member or group of members,
- personal collections, or,
- the works of students taught by our members in BAC programs or elsewhere.

Display equipment is available from the Guild. Other props can be used, and the person building the display is responsible for all these items. Each window display requires a written description for the Guild's records, with pictures if possible.

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APPLICATION FOR PROPOSED WINDOW DISPLAY

1. The window is shared with the Hooking Craft Guild throughout each year, for two-month periods. This application is for (circle your request):

- . March-April
- . July-August
- . November-December

2. Provide a simple description and sketch of your display.

3. Guild funds requested to offset costs. _____

4. Guild display equipment requested _____

5. Name(s) _____

6. Date _____