



RICHARD SALTER STORRS LIBRARY  
693 Longmeadow Street  
Longmeadow, MA 01106  
[www.longmeadowlibrary.org](http://www.longmeadowlibrary.org)

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## Art Reception Policy

Optional Artist receptions are provided for a fee of \$25.00 which will cover one reception per artist exhibit.

Receptions will take place on a prearranged evening during the exhibit period between 6:30 and 7:30 p.m.

The Richard Salter Storrs Library is responsible for providing the following:

- Light refreshments (no alcohol)
- Paper goods
- Room set up/take down

The Artist is responsible for:

- Inviting guests and promoting the reception
- Invitations
- Any additional food and/or non-alcoholic beverages

The artist should be aware that personal invitations are the most effective way to attract guests. If an artist is serious about having a reception, they should create invitations for family, friends and neighbors.

The Richard Salter Storrs Library will advertise the reception on behalf of the artist through the local newspaper, the Library's website and electronic newsletter.