

**Guidelines for Stetson Gallery
at the UU Church Marblehead
28 Mugford Street, Marblehead MA
February 2026**

Curator: Robin Crosbie
Contact: rlcrosbie@hotmail.com or 413-575-5555

**Building Contact: UU church office administrator
Teresa Coelho 781-631-1215 Teresa@uumarblehead.org**

Building Hours:

Tuesday: 11am – 3 pm

Wednesdays 11:30 – 2:30 pm

Thursday 11am – 4 pm

Friday – call ahead

Sunday 9-1pm (office is closed/ Church is open)

Please be advised that the weekday hours are not always exact so please call ahead to confirm access. *(Should the door be locked Teresa can see you if you go to the window to the left of the door)*

.Gallery Details

- **19 Display bars**- more than one piece of art can be displayed on these bars.
- **Setting up the exhibit** –please contact Robin to arrange gallery access for set up. Depending on size and weight of work, Robin may be able to assist in hanging,
- **Signage** - the artist may display their name & title of exhibit in the gallery.
- **Artist statement** - the artist may display text about their work. A table is available for this, business cards and art listing.
- **List of work** - artist may provide a numbered list with the title, medium & price (or NFS) or provide labels for work.
- **Business cards** - may accompany the artist's statement.
- **PR** - The artist may wish to prepare an article and distribute to the local media (see below) announcing the artist's exhibit & description of artist's work and reception. The artist may be requested by the media to send photos of the artist and/or work. Contact Robin if you need assistance.
- **Media contacts:**
 1. Marblehead Current - info@marbleheadnews.org 781-910-8658
 2. Marblehead Weekly News, 781-214-1059 Anne Marie Tobin atobin@weeklynews.net tjourgenson@itemlive.com
 3. Marblehead Beacon Jared Lederman 781-631-3110 info@marbleheadbeacon.com.
 4. Marblehead Patch scottsouza@journalist.com
 5. MHTV- joan@marbleheadtv.org 781-631-8213

- 6. M'head Reporter- marblehead@wickedlocal.com 781-639-4800
781-593-7700
 - 7. Salem News - JCastelluccio@salemnews.com
 - www.salemnews.com/site/forms/online_services/submit_news/
 - 8 Swampscott Reporter swampscott@wickedlocal.com
 - 9. Chamber of Commerce – Executive director
Katherine@marbleheadchamber.org
 - 10. Boston Globe: ideas@globe.com.
 - 11 Lynn Daily
Item www.dailyitem.com/site/forms/online_services/submit_news/
- Facebook, emails, post card announcements to friends/
family - provided by the artist.
 - UUCM – The artist or designee may announce the artist's
reception after the Sunday service during the comment time.
- **Reception**
 - **Hours** - 12 noon to 1:30 (or 2:00) on a Sunday of the exhibit
month.
 - **Food/drink/cups/plates/napkins/tablecloths** - provided by the artist.
No alcoholic Beverages.
 - **Tables** - the church has 6' long tables. Artist may use one or two
for the reception.
 - **Flowers** - provided by the artist.
 - **Guest Book** - some artists use a guest book or a previous guest
book that isn't filled. The guest book is up to the artist but it's fun
to read the comments!
 - **Lawn Sign** - UUCM has two signs that will be put out front of the
church on the day of the reception "artist reception today".
 - **Clean-up** - - artist is responsible for removal of food and paper waste.
Trash receptacles are provided. Excess food and drink may be donated to the
church but check with kitchen volunteers beforehand.
 - **Fee** - A 10% donation of sales to the Stetson Gallery (Unitarian
Universalist Church of Marblehead) is appreciated but is not
required. ***If you do make a donation please put Stetson
Gallery in the memo so funds will go towards the upkeep
of Stetson Gallery. Thank you***

Waiver: The Unitarian Universalist Church of Marblehead is not responsible for
damaged or stolen art.

I, _____ (Artist) agree to follow the above
guidelines:

Date: _____

Signature of artist

Artist Application for Stetson Gallery Exhibit:

Date: _____

Name: _____

Medium/media: _____

Contact:

Phone: _____

Email: _____

Preferred Month: _____

Second Choice Month: _____

(NOTE: December is reserved for church activities. The last week of June is reserved for Marblehead Festival of the Arts.)

Approved By: _____

(Please submit by email to Robin Crosbie for approval)

02/16/2026