## Submission Checklist

Submitting artists must submit one package (per submission) that contains parts A. and B. in full. Part C is only required for artists making Video and/or Sound submissions.

**A. <u>Hardcopy Package:</u>**

- ☐ **Exhibition Description or Proposal** (maximum 500 words)
- ☐ **Curriculum Vitae/Artist's Resume** with current contact information (address, phone and email)
- ☐ **Artist's Statement** (maximum 500 words)
- ☐ **Colour copies of all images in submission** (1 to 3 images per page on standard photocopy paper)
- ☐ **Corresponding Image List** including title, medium, year of creation and dimensions (template available on website)
- ☐ **Self addressed, stamped envelope with correct postage** if artist requires rejected submission to be returned

**B. <u>Digital package</u>** <u>(Submitted on a CD, DVD or thumb drive/ USB device)</u>

**Digital copies of the following:**

- ☐ **Exhibition Description or Proposal** (Word or PDF)
- ☐ **Artist's Statement** (Word or PDF)
- ☐ **Image List** (Word or PDF)
- ☐ **Up to 10 Digital Images** demonstrating proposed, in-progress or recent work.
  - Images should be JPEG format, 300 dpi preferred, minimum 4" x 6" Maximum of 50 MB for all images (combined total)
  - Image files should be numbered and labelled with artist last name and title of artwork; e.g. "1. Smith_Forest Path.jpg, 2. Smith_Forest Road"
  - Artists who submit using a USB device must contact the gallery prior to submitting in order to ensure file compatibility

**C. <u>Video/ Sound files</u>**

- Video and sound submissions should be presented as excerpts (maximum six minutes per submission)
- Video files must be PC-compatible (viewable with Windows Media Player)