

SAMPLE CALL TO ARTISTS

Name of Venue or Event:

Work Media: [LIST DESCRIPTION OF WORK YOU ARE LOOKING FOR I.E. SCULPTURE, PAINTS, PRINTS, ETC]

Work Size: [EXAMPLE: 6' X6', 80 LB. MAX]

Entry Requirements: [LIST ANY REQUIREMENTS I.E. WORK SAMPLE, FEE CHECK, ETC.]

SAMPLE REQUIREMENTS – ADJUST TO YOUR OWN NEEDS:

1. Cover letter describing exhibition proposal.
2. Ten to twenty (10-20) digital images on CD/DVD.
Images should be presented in JPEG format with image size set to 300 dpi resolution, 4" x 6" image size, approximately.
3. Artist Resume including biography, educational background, and exhibition record.

Timeline: [EVENT OR EXHBIT WILL RUN]

Entries Due: [DATE]

Selection Process: [Is their a committee who reviews submission requests – when and how often do they meet? WILL THEY BE PUT ON A WAITING LIST FOR FUTURE CHANCES TO SHOW – IF SO FOR HOW LONG?]

Notification to artist: [WHEN & HOW WILL ARTIST HEAR BACK FROM VENUE?]

Accepted Artwork: [LIST REQUIREMENTS FOR HANGING OR DISPLAYING, WHO IS SETTING UP WORK, ARE EASELS PROVIDED, IS WALL SPACE PROVIDED, ARE TABLES AND TABLE CLOTHS REQUIRED]

Delivery:[LOCATION AND TIME OF DELIVERY]

Reception:[LOCATION, WHEN, WHAT IS INCLUDED]

Exhibit or Event Ends: [DATE]

Pickup Artwork by: [DATE WORK MUST BE REMOVED BY]

Publicity:[DESCRIBE HOW EVENT OR EXHIBIT WILL BE PUBLICIZED]

Sales:[DESCRIBE ANY LIMITS TO WORK SALE OR ANY COMMISSIONS]

Contact: