

# 1708GALLERY

A NON-PROFIT SPACE FOR NEW ART

## EXHIBITION PROPOSAL GUIDELINES

### EACH PROPOSAL MUST INCLUDE THE FOLLOWING:

#### EXHIBITION PROPOSAL

Be specific about what work you wish to show at 1708 Gallery - no longer than one page. (See attached for diagram of Gallery floor plan.)

#### IMAGES OF YOUR WORK

The work should be no more than three years old and indicative of what you wish to exhibit at 1708 Gallery.

**Digital Images:** Send 10 to 20 images in jpeg format only - no larger than 1024 pixels in any direction at 300 dpi. All image files are to be numbered to correspond to image list and include artist's last name (ex. 01SmithXXX.jpg). In addition to the jpegs, you may send a PowerPoint presentation of the same images. Label the CD with your name, date, etc.

**Video/DVD:** Send 5 to 7 clips lasting no more than 3-4 minutes each. (Digital media in mpeg format only). In addition to the clips, you may send one complete work if longer than the 3-4 minute limit. Label the video/DVD with your name, date, titles, etc. (Please also include one digital image in jpeg format on a CD.)

#### IMAGE LIST

A numerical listing including artist's and/or curator's name(s), title, date, dimensions, medium, and file name of each jpeg or mpeg if sending digital media.

#### RESUME

#### ARTIST OR CURATORIAL STATEMENT

#### CONDENSED BIO / PROPOSAL STATEMENT

One to two short paragraphs - a condensed informative statement with your artistic highlights and an abbreviated version of your proposal idea.

#### SPECIAL NEEDS PROPOSAL

If necessary, an explanation of any special installation, equipment, and/or funding requirements with exact amounts listed.

#### CONTACT INFORMATION

Name, address, phone number(s) and email address of the artist(s) and/or curator(s) involved in the proposal.

**S.A.S.E.** Large enough for return of all materials. (If not included, materials will not be returned).

**\$20 ENTRY FEE** paid by check made out to 1708 Gallery or call the Gallery to pay by credit card.

Only complete proposal packages including all information listed will be reviewed. Please label all materials (including envelope) with the artist's and/or curator's name(s). Artists will be notified of outcome within six months of receipt.

1708 Gallery is an equal opportunity/affirmative action institution providing access to exhibitions, arts and education programs and employment without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability.

#### SEND ENTRIES TO:

1708 GALLERY / Exhibitions and Programming Committee / P.O. Box 12520 / Richmond, VA 23241

FOR MORE INFORMATION PLEASE CALL 804-643-1708 or visit [www.1708gallery.org](http://www.1708gallery.org)

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