

APPLICATION\_\_\_\_\_

PROPOSAL FOR AN EXHIBITION OR EVENT



*Juanita Salazar Lowe Gallery*

The *Gallery Director* will review your application and make sure it is complete. S/he will then make a recommendation to the *Gallery Committee*, which will review and then vote on your proposal at the next regular meeting. Upon approval by a 2/3 majority of the *GC* the *Gallery Director* will contact you to discuss your proposal and enter it onto the calendar. The person proposing the exhibition is responsible for working with the *Gallery Director* or other representative of the *GC* in ensuring that all *Gallery Guidelines for Exhibitions* are respected.

**Please print clearly in black or blue ink as you fill in the following information:**

Name of applicant \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Country \_\_\_\_\_

E-mail \_\_\_\_\_ @ \_\_\_\_\_ .com

Contact telephone \_\_\_\_\_ Alternate phone \_\_\_\_\_

On a separate sheet of paper (typewritten) describe your proposal. Please write clearly and in great detail. List the names of any participants other than yourself as well as a brief (art) bio or resume of each.

***Check list of materials:***

Application \_\_\_\_\_ Proposal Statement \_\_\_\_\_ CD of images \_\_\_\_\_

submitted on the CD must be in jpeg format and no smaller than 1500 pixels on the smallest dimension.

### **GUIDELINE FOR EXHIBITIONS**

1. Exhibitions/event materials must be at the gallery by the deadline times so that staff will have adequate time to prepare the show.
2. The people involved in the exhibition must work with the Gallery staff as needed in installing and taking down the exhibition/event.
3. The Gallery Director is the *curator* in charge of all exhibitions. His/her decisions regarding the hanging of the show is the final word.
4. Exhibiting work in the galleries implies no sense of ownership or control of the gallery itself. All gallery rules and times must be respected.
5. The Gallery may be able to help with expenses for advertising and for refreshments at the opening, depending on budgetary constraints. But the artist should be prepared to take on these expenses in the event that the gallery
- 6.