

## Exhibition Request Form

The City of Upper Arlington Cultural Arts Commission is accepting proposals for the Concourse Gallery. The Concourse Gallery is located at 3600 Tremont Road, Upper Arlington in the Municipal Services Center. The gallery has 181 linear feet and 3500 square feet in which to install two and three-dimensional works of art. The Cultural Arts Commission will publicize the exhibit, print exhibition postcards that reach over 4000 households, and provide an opening reception. The Visual Arts Committee offers an open call for artists; submissions will be reviewed on a quarterly schedule: January, April, July and November. Artwork not selected for the Concourse Gallery maybe considered for exhibition through the Arts in Work Spaces program.

Proposals must include the following: (Please take pains to adhere to these parameters, otherwise excellent work may be passed over)

- Ten-digital images of work. Digital format requirements: Baseline JPG, 960 pixels horizontal/ 960 pixels vertical, 300 dpi, image file size must be less than 1.8 MBs
- Image list including title, medium, dimensions, and date completed
- Contact information including: Name, Date, Address, Phone, E-mail, Web site, Media
- A resume, including a listing of previous exhibitions
- An artist statement and brief description of artwork
- Brief overview of the proposed exhibition including the number of works Proposed

Are you interested providing gallery talks, lectures, and/or workshops in conjunction with your exhibition? If yes, please describe.