

## SUBMISSION GUIDELINES - *Community Gallery*

The CVAG artistic program is set annually at least one year in advance by a combination of adjudicating submissions and by curatorial invitation. CVAG invites proposals and submissions from artists, collectives and curators for our three exhibition spaces. Submissions to the *Community Gallery* are reviewed on an ongoing basis by the Curator. Although proposals are accepted throughout the year, there is a deadline to facilitate planning. Submissions received by the deadline will be reviewed in late February/early March, with decisions communicated by the end of April 2012. Submissions are accepted by post mail; please do not send submissions by fax or email.

**DEADLINE:** *Community Gallery*: The deadline has been extended to 5pm on February 18, 2012 for the 2013 year.

APPLICANTS ARE REQUESTED TO PROVIDE THE FOLLOWING:

- 1) Cover Letter - 1 page maximum
- 2) Exhibition Proposal - 1 page maximum. Indicate that you are applying for the *Community Gallery*. Please include a title for the exhibition you are proposing, if one is established. Please discuss the theme(s) of the exhibit, what media the work is created in and how you plan to use the space.
- 3) Artist Statement - 1 page maximum (for a group show, include one from each artist)
- 4) Resumé or Curriculum Vitae, including the applicants' exhibiting history beginning with the most recent. (For a group show, include one from each artist)
- 5) 10 - 20 Images of artwork relevant to your proposal (for a group show, max. 20 images total). Images must be of a professional quality to facilitate evaluation.  
CD or USB drive - Jpegs or Tiffs only, PC compatible. Name each file with artist's last name and title.  
DVD video - Max. 15 minutes. Name each file with artist's last name and title.  
Label all media with the artist's last name and title.
- 6) Image List of work submitted detailing Title, Year, Media, Dimensions (in cm and inches), very brief description.
- 7) S.A.S.E. - Self addressed stamped envelope, with sufficient postage for the return of your proposal materials. Submissions without an enclosed SASE will be destroyed.
- 8) *In addition* to your hardcopy printed Cover Letter, Proposal, Artist Statement and CV, please include digital files of these (items 1 - 4) on your CD or USB (we project them onscreen during adjudication).

**ADDRESS SUBMISSIONS TO:**

Curator, Comox Valley Art Gallery  
580 Duncan Avenue,  
Courtenay, BC, V9N 2M7

**INCOMPLETE SUBMISSIONS  
WILL NOT BE CONSIDERED**

**CURATOR CONTACT INFO:**

Phone: 250-338-6211  
Email: [curator@comoxvalleyartgallery.com](mailto:curator@comoxvalleyartgallery.com)  
Web: [www.comoxvalleyartgallery.com](http://www.comoxvalleyartgallery.com)

We respectfully request:

If you have previously had a solo exhibition at the CVAG, please wait five years before applying again.

If you have previously participated in a group exhibition (excluding the CVAG Members' Show) please wait three years before submitting new a proposal.

Please do not propose a body of work that has been exhibited in the past year within a 100 km radius of the Comox Valley.