



## UNION GALLERY EXHIBITION GUIDELINES FOR THE **PROJECT ROOM**

A complete application includes the project proposal and artist statement (as applicable), equipment requirements, installation details, CD or DVD of work, image list and C.V/Biography. **If you are a student**, you are also required to fill out and submit the student application form. You can also submit your package electronically via email to [ugallery@queensu.ca](mailto:ugallery@queensu.ca)

### GENERAL INFORMATION

The project room is a 16'x10'x16' self-contained space located inside the main gallery. It is a venue for use by students and professional artists to present primarily installation, new media and time and sound-based works although other proposals will be considered. The project room provides an opportunity to expand on the current program while still providing a venue for the presentation of contemporary art, encouraging original, collaborative and experimental ideas.

### ELIGIBILITY

Must be a member of the Union Gallery (memberships can be purchased at any time during the year and are renewable annually.)

Solo projects may be presented in the project room once in a 12 month period unless there are extenuating circumstances as determined by the programming committee. Collectives or collaborative projects that include the same individuals may be presented in the project room once in a 12-month period unless there are extenuating circumstances as determined by the programming committee. However, individuals who have been involved in a project with more than one other person will be eligible for a solo exhibition within the aforementioned 12-month period. Exhibitors who have an exhibition in the main gallery are eligible to apply to use the Project room and applications will be assessed as per all other applications.

### APPLICATION PROCESS

Proposals will be accepted throughout the year and be reviewed after each deadline. Exhibitions will be programmed at least 3 months in advance and deadlines for submissions will be September 15th, November 15th, March 15th and July 15th.

### SELECTION PROCESS

Exhibitions/presentations are chosen by a jury made up of students and professionals from the Programming committee if applications are submitted at least 3 months prior to the exhibition. Otherwise, because of time constraints, the Director will select the exhibitions in consultation with the programming committee chair or designate. The scheduling of the selected projects will take into consideration the compatibility with the exhibition in the main space in terms of the genre, content and media.

### EXHIBITION/PRESENTATION ASSISTANCE

Student exhibitors will not be eligible for artist fees. The gallery will provide funds towards the costs of announcements and will mail out the announcements but it is the exhibitor's responsibility to provide enough copies to the gallery for mail outs. The exhibitor must get approval from the gallery for any material that will be used for promotion such as invites, flyers and ads. The gallery will assist with installation and dismantling of the exhibition. For exhibitions by professional artists, artist fees will not be paid unless special funding can be arranged.



## PUTTING TOGETHER THE PACKAGE

A complete application includes the project proposal and artist statement (as applicable), equipment requirements, installation details, CD / DVD of work, image list and C.V/Biography.

### The CD / DVD and Image List

1. Label each file (image) with a number, your initials, and artwork title.
  - + The first nine images must begin with a zero  
(for example: 01\_JG\_Rain.jpg, 02\_JG\_Wind.jpg, ...15\_JG\_Fire.jpg)
  - This will ensure that they are presented chronologically and follow your image list.
  - +Do not put any special characters or symbols or quotation mark (#/'"&) in the file name.
2. Provide a separate image list with all details.  
Your name, Title of Work, Medium used, Date created, Dimensions of Work
3. For group applications, compile all images on one list with names of artists and image information clearly indicated – numbering of images should be in numerical order to match the order on the CD.

#### *Still Image Details:*

Always use high quality images of your best work.

- + Submit .jpg files only.
- + Submit a resolution of 72 dpi files only.
- + Submit a maximum of 1024 x 768 pixel files.
- + Submit files of 500K (0.5MB) maximum.
- + Submit RGB or SRGB colour mode files only (No CMYK)
- + Remember to flatten the image.

#### *Moving Image Details:*

If submitting a video file:

- + Submit a maximum of one video file no longer than 5 minutes.
- + Submit a .mp4 file
- + If you are submitting both images and a video, you must remove 5 images for every video submitted.

Your images are the single most important aspect of your application. You cannot expect that jury members will have seen the actual artwork so it is imperative your work is represented well on the images you submit.

Accurate documentation is your goal. This requires technical knowledge; the wrong lens or exposure can easily give a distorted view of the work.

Choose images of work that relates clearly to the theme outlined in the proposal. Balance the two priorities. If you have good images of great work that is not directly related to the show's theme, it might be a good idea to include them to show the jury you are capable of high-quality work. If the work you submit is not the work you are proposing for the exhibition, try to link it conceptually to the theme in your statement.



**UNION GALLERY**  
**PROJECT ROOM APPLICATION** (Only students need to fill out this application)

Please complete the following form and submit with your exhibition proposal, C.V. and CD or DVDs for timebased, sound and new media works. Please, ensure your images are clearly numbered and match the numbers and description on your image list. (see attached guidelines on submitting images). Only one application form needs to be submitted per group. However, please ensure all exhibitors names and current addresses are on their C.V's. For visual artists submit still images (CD - 5 images for each student applying for a group show and 10-15 for a solo application).

Name of primary contact: \_\_\_\_\_ Telephone \_\_\_\_\_

Current Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Expected Date of Graduation \_\_\_\_\_ Program \_\_\_\_\_

Working Title of Exhibition \_\_\_\_\_

Preferred Date of Exhibition \_\_\_\_\_

I am applying with the following student(s):

\_\_\_\_\_

List elements that might require special consideration with regard to building or safety codes.

\_\_\_\_\_

A well written , clear, and convincing proposal will assist in determining the outcome of your request. Special needs (eg. equipment, physical changes to the gallery space, painting of walls) required for your exhibition will be considered by the selection committee. Students are encouraged to get feedback from a professional artist on their proposal. (eg. faculty, curator, UG staff)

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*Membership Form*- cut and submit with payment

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Current Address \_\_\_\_\_ City & Province \_\_\_\_\_

Postal Code \_\_\_\_\_ Phone: \_\_\_\_\_

*Category* - tick one

- Student \$10    Sponsor \$50  
 General \$25    Patron \$100+