

## Union Gallery Group Exhibition Submission Guidelines

### Eligibility

1. Student artists at Queen's (both undergraduate and graduate)
2. Work in all media

### PUTTING THE PACKAGE TOGETHER

A complete submission must include the following components:

**Submission package saved in one folder or as a PDF.** Save your document file name as: lastname\_firstname\_UGgroupexhibition2018, with the following information:

- Full name
- Email address
- Phone number
- Program of study (undergraduate, graduate), current year of study and expected year of graduation
- Working title of piece(s) submitted

### Proposal:

- You may submit up to three works you would like to have considered by the selection team.
- Provide a description of the work(s) submitted and a brief statement about how the proposed work fits into the exhibition
- What technical assistance you have or require
- CV and biography (one paragraph)
- Works in progress will be considered as long as the selection team is given a clear idea of the finished piece, and if selected, works must be completed by the designated deadline.

### Documentation:

- For supporting documentation in the form of still images, video, or audio (or other), please submit high quality work, as these will be a very important aspect of your application. You cannot expect that jury members will have seen the actual work so it is imperative your work is represented well on the images you submit. Hire a photographer if necessary.

**The following information about the work(s) should be uploaded/attached separately (jpeg, pdf, tiff) according to the specifications below:**

1. A separate numbered documentation list with all details that coincide with the documentation submitted (Your name, Title of Work, Medium used, Date created, Dimensions of Work (as applicable)).
2. Label each file with a number, your initials, and media title (for example: 01\_JG\_Rain.jpg, 02\_JG\_Wind.jpg). This will ensure that they are presented chronologically and follow your documentation list. Do not put any special characters or symbols or quotation mark (#/'"&) in the file name.  
*Do not submit images embedded in the following programs or formats: iphoto, Powerpoint.*

### Documentation Specifications:

#### Still Images:

Always use high quality images of your best work.  
Submit .jpg files only with a resolution of 72 dpi 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 Images:**

If submitting a video file:

Submit a video file no longer than 5 minutes.

Submit a .mp4 file

**Audio:**

Submit an mp3 file no longer than 5 minutes.

**Submit packages electronically to [ugallery@queensu.ca](mailto:ugallery@queensu.ca) (attn. Jocelyn Purdie) saved in one folder or as a PDF.**

**Note:**

The role of the curatorial team people is to put together a strong and diverse exhibition based on the exhibition theme and in accordance with the gallery mandate. All work submitted will be considered but there is no guarantee that your work will be included.