

Union Gallery Group Exhibition Submission Guidelines

Eligibility

1. 4th year BFA student artists at Queen's
2. Work in all media

PUTTING THE PACKAGE TOGETHER

The submission package saved in one folder or as a PDF. Save your document filename as: lastname_firstname_UGgroupexhibition2018.

A complete submission must include the following information:

Full name

Email address

Phone number

Program of study (undergraduate, graduate), current year of study and expected year of graduation

Proposal:

For this exhibition, submit up to four works you would like to have considered by the selection team. Provide a description of the works 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 they provide the selection team with a clear idea of the finished piece and if selected, they must be completed by March 17, 2018.**

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 work you submit should be uploaded separately (jpeg, pdf, tiff) according to the specifications below:

1. Provide a separate numbered documentation list with all details that coincides with the documentation submitted. (Your name, Title of Work, Medium used, Date created, Dimensions of Work (as applicable))

2. Documentation Specifications:

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.*

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.

3. Submit packages electronically to ugallery@queensu.ca. (attn. Jocelyn Purdie) saved in one folder or as a PDF.

Note: The role of the curatorial team 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.