

Exhibition Proposal Submission Guidelines for Artists and Independent Curators

The MacKenzie Art Gallery accepts exhibition proposals on an ongoing basis. These are reviewed by our Exhibition Proposal committee on a quarterly basis. Exhibitions are programmed up to two years in advance, with the majority of exhibitions and projects arising from direct invitations to artists and curators, or from proposals from other institutions. Therefore, we are limited in our ability to accommodate unsolicited submissions for exhibitions, especially from artists and curators outside of Saskatchewan.

Your submission will be returned if accompanied by a self-addressed envelope with the required postage. If you would like any part of your submission added to our Gallery Library, please clearly state this in your introductory letter. Please note that any material added to the Library can be accessed by members of the public.

Submissions should include:

- An introductory letter introducing yourself and/or your organization
- A short, one-page artist's statement about your work
- A curriculum vitae, including current contact information
- A list of works with title, date, media, dimensions/duration
- Clearly labelled support materials, which can include any combination of the following:
 - 15 slides
 - CD-ROM or DVD
 - Printed images

Please do not submit files by e-mail. We will only view websites and URLs for Internet-based works and exhibitions (i.e. Virtual Museum of Canada). Digital files must conform to these specifications: .jpg PC-compatible files, at a resolution of 72 dpi, with a maximum size of 500 KB (0.5 MB). Video files should be accessible with either QuickTime or Windows Media Player.

In the event that the proposed artworks have not yet been produced, please provide a detailed description of the intent in addition to support material featuring past work.

The MacKenzie Art Gallery is not responsible for lost or damaged submissions. Please do not submit original slides, artwork, or DVDs.

To submit work for review, please mark clearly '**Exhibition Proposal**' and send to:

Administrative Assistant – Curatorial
MacKenzie Art Gallery
3475 Albert Street
Regina, SK S4S 0A2

Submissions via email will not be accepted.

ART MATTERS

