SASKATCHEWAN CRAFT COUNCIL

Exhibition Application Package

The Saskatchewan Craft Council Gallery aims to present exhibitions reflecting craft history and contemporary practice and innovation. The SCC Gallery policy prioritizes showing Saskatchewan artists and curators, and aims to include at least one touring or out-of-province exhibition each year.

For each exhibition accepted to the Saskatchewan Craft Council Gallery schedule, the SCC will provide installation assistance, insurance, promotion, documentation, administrative labour, and artist fees to be paid to the artist(s). A 40% commission will be retained on any sales resulting from an exhibition.

In preparing your application, please consult the SCC's archive of previous exhibitions as well as the SCC Gallery floorplan. An extensive archive of past exhibitions can be found here.

The following Application Package provides:

1. A **Checklist** (page 1) to assist applicants with providing the full scope of materials requested.
2. An **Application Form** (pages 3-5) to be filled out by the applicant.
3. An **Image List Template** (pages 6-7) to be filled out by the applicant. If the applicant would prefer to format their own image list, first refer to the template as an example of what information is required.

Concerns or questions can be directed to Exhibitions and Education Coordinators Stephanie Canning and Maia Stark: scc.exhibitions@sasktel.net

2017/2018

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1. Checklist

○ Please ensure the following required documents are included in your application. Applicants who submit incomplete, inaccurate, or misleading information may be deemed ineligible for consideration.

○ Read the following section thoroughly for a description of each component.

<u>Applicants must provide:</u>

(check each box after completion)

1. Application form (part 2, pages 3-5)
2. Image list (please use attached template - part 3, pages 6-7)
3. Images (maximum 15 images)
4. Exhibition Proposal (maximum two pages)
5. CV (of each participating artist)

Application Form

On page 3 of this application package you will find an application form requesting contact details and specifics about the exhibition.
Fill this out to the best of your ability.

Image List

An image list template has been provided on page 6. An image list must contain:
○ File name ("01title.jpg");
○ Title of work;
○ Year;
○ Artist name;
○ Materials/technique;
○ Dimensions (cm).

To ensure that your index order is followed and the images are presented in your preferred order, label each image file with a leading zero: "01title.jpg," "02title.jpg…"

Images

***DO NOT* email image files as attachments or zip files.**
Images must be sent either through Dropbox , Wetransfer, or another similar image sharing program, OR delivered on a **PC compatible** USB key or CD. If using an image sharing program, make sure the files are shared with editing permissions.
○ Up to 15 images
○ JPEG files only
○ 72 dpi, 1MB

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- ○ Images can be provided on a disc or USB key (PC compatible).
- ○ Images can be provided through an image sharing program such as [Dropbox](#) or [Wetransfer](#).
- ○ Images will be viewed by the curatorial committee with a digital projector.

Exhibition Proposal

The Exhibition Proposal describes the focus of the exhibition and the work you intend to display (maximum two pages). A proposal describes the appearance and theme of the exhibition; materials used; requirements for space or supplies; availability or other considerations for scheduling; any community or educational elements.

CV

Curriculum vitae should list artist's *full contact information* as well as relevant educational history, performances, commissions, publications, solo or group exhibitions, etc. Each participating artist must supply a CV.

How to submit your complete application package

Mail

c/o Stephanie Canning and Maia Stark
Exhibitions and Education Coordinators
813 Broadway Avenue, Saskatoon, SK
S7N 1B5
Applicant should include a self-addressed envelope with postage if they would like their application package returned.

Email

Stephanie Canning and Maia Stark
Exhibitions and Education Coordinators
scc.exhibitions@sasktel.net
Subject line: Exhibition Proposal - Applicant's Last name

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2. Application Form

Please fill out the following information

I. Contact / Artist Information

Only list *one main contact person* if applying for a 2-person or group exhibition. Contact information for other artists should be listed in their respective CVs.

First Name:	Last Name:
Mailing Address:	City:
Province:	Postal Code:
Email Address:	Phone Number #1:
Website:	Phone Number #2:

II. Exhibitor Information

A. I am applying as a (check one)
B.

❑ Curator
❑ Artist
❑ Gallery

If applying on behalf of a gallery, please list gallery details here:

Gallery Name:	Phone Number #1:
Mailing Address:	City:
Province:	Postal Code:
Email Address:	Contact person:

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B. I am applying for a (check one)

❐ Solo exhibition
❐ Two-person exhibition
❐ Group exhibition (3 or more artists)
(Group exhibition: List total number of artists involved: _____)

C. Check all that apply

The following is *not required* for a successful application but will provide us with more information when considering our mandate and gallery policy.

I am an emerging artist *or* this exhibition showcases an emerging artist or artists.

I am an Indigenous artist *or* this exhibition showcases an Indigenous artist or artists.

I have external funding for this project (name of funding agent:

I am a current member of the Saskatchewan Craft Council.

I have shown at the SCC Gallery within the last three years (name of exhibition:

III. Exhibition Information

A. Title of Proposed Exhibition:
B. Primary Media:
D. Full list of Artists involved:

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E. Describe how your work will be installed:

F. Does your exhibition require any of the following? Check all that apply

- ❐ Plinths
- ❐ Projector
- ❐ Tv/Media player
- ❐ Sound
- ❐ Acrylic covers

Or, List any other considerations here (e.g., special lighting, other display equipment):

G. Would you be willing to provide public outreach during your exhibition? Please select any options that interest you.

- ❐ Attending public reception
- ❐ Artist talk / public lecture
- ❐ Workshop
- ❐ Demonstration
- ❐ Panel discussion

![Saskatchewan Craft Council logo] **SASKATCHEWAN CRAFT COUNCIL**

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3. Image List

NOTE: To ensure that your index order is followed and the images are presented to the committee in your preferred order, label each image file with a leading zero: 01title.jpg, 02title.jpg …

Applicant name:
Title of proposed exhibition:

File Name (Must start with 01, 02, 03…)	Title / Year	Artist	Technique/ Material	Dimensions (hxwxd) (CM)

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