

**Dear Artist:**

Thank you for your interest in The Gallery at Frances Morrison Central Library.

The Gallery Curatorial Committee meets regularly to consider all proposals for exhibitions. This Committee performs the curatorial functions of choosing and scheduling exhibitions.

We are interested in showing high-calibre artwork that has not previously been displayed locally. It is part of Saskatoon Public Library (SPL) Board's commitment that The Gallery display art by Saskatchewan's emerging and evolving artists, particularly artists living in Saskatoon.

If you wish to have your proposal considered, we invite you to submit it before the deadline of either March 15 or September 15 of each year. Artists may not exhibit more than once in a three-year period. For submission guidelines, please see reverse side.

Address your proposal to:

**Gallery Coordinator**

thegallery@saskatoonlibrary.ca  
Frances Morrison Central Library  
311 – 23<sup>rd</sup> Street East  
Saskatoon, SK S7K 0J6

If you have questions and would like to speak with an employee, please call 306.975.7579.

All work shown in The Gallery must be courtesy of the artist. SPL provides the exhibition space, assistance with the reception and some promotion. SPL cannot supply hardware or tools for installation of the exhibit.

Sales are to be negotiated between the artist and the buyer. A 10 per cent commission will be paid to SPL by the artist on all items sold while exhibited in The Gallery.

The Gallery is not in view of staff and has no full-time security personnel, although video camera surveillance is in place. SPL's insurance has a \$2,500 deductible. In the event of loss or damage totaling more than the \$2,500 that is covered by our insurance, you will be reimbursed for the amount of the loss, less the \$2,500 deductible (e.g., if a work valued at \$3,000 were stolen, you would be reimbursed \$500). SPL does not pay the deductible on the insurance and will not pay for any loss or damage less than \$2,500. Artists are encouraged to acquire their own insurance.

Should your proposal be accepted, please ensure that **The Gallery** at Frances Morrison Central Library is spelled correctly on any promotions you develop, e.g., invitations and posters.



# Gallery Application Checklist

Please ensure that your gallery application is complete. An incomplete submission will not be considered. An artist's submission must include:

**Curriculum Vitae or Resume** – This document should be no more than two pages and should detail the artist's education, group and individual exhibitions, relevant affiliations and association memberships. Please provide your current address, phone number and email where it can be easily referenced.

**Project Proposal** – A one-page document that should include:

- Your vision for the exhibition
- A clear and concise description of examples of pieces that could be in the exhibition
- Approximately how many pieces to expect
- The media or technique of the proposed pieces
- The theme and/or context of the exhibition and the artwork

The Committee will be looking for a single theme or unifying idea.

**10 Images** – You are asked to submit 10 images with a corresponding list indicating number, title, date, size and media for each piece. CDs and email submissions are accepted. It is in the artist's best interest to submit high quality images.

- Submit no more than 10 images
- Put sample artwork in JPEG format
- Label both the case and the disc
- Ensure no image exceeds 10 mb or is less than 1 mb

**Example:** 1. Prairie Sunset

2014

40 x 60 cm

Acrylic on canvas

**Self-addressed, stamped envelope** – If you wish to have your materials returned to you, please provide a self-addressed, stamped envelope with sufficient postage.