

Submissions for Displaying Artwork at Richmond City Hall Galleria

Deadline: March 1

Attn: Nan Capogna

7700 Minoru Gate Richmond BC V6Y 1R9
604.247.8300

SUBMISSION PROCEDURE FOR CITY HALL

Richmond Art Gallery accepts submissions for displaying work at **Richmond City Hall located at 6911 No 3 Road**. The annual Deadline is **March 1**.

The City Hall accepts work in two dimensional media only. Works must be framed and behind glass or be paintings on canvas. Proposals should include: a current CV, an artist statement, a statement of the proposed work and 5–8 images of work. See checklist for specific details.

Materials submitted will not be returned without an SASE.

Artists will receive notice of receipt for submissions. Submissions will be kept on file for a period of up to one year for consideration.

SUBMISSION CHECKLIST

- Current CV
- Artist statement
- Statement of proposed work
- List of works with details
- 5–8 images
- Self Addressed Stamped Envelope (SASE)

ALL IMAGES MUST BE SUBMITTED ON CD-ROM OR DVD AND BE

- PC compatible
- In .jpg file format
- A maximum of 2MB file size



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LIST OF WORKS (DETAILED DESCRIPTIONS)

NO.	ARTIST NAME	TITLE	MEDIUM	DIMENSIONS	DATE
1					
2					
3					
4					
5					
6					
7					
8					

