

Richmond City Hall Exhibition Submissions

Attn: Nan Capogna
7700 Minoru Gate
Richmond, BC V6Y 1R9
Phone: 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. Submissions are accepted throughout the year.

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.

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, maximum three pages
- artist statement, maximum one page
- statement of proposed work, one to two pages
- 5 to 8 images maximum (burned to CD or DVD)
- List of works with details. Please use attached table.
- artist website if available

Images Submission Checklist

- JPEG format (72 dpi, maximum quality and each less than 2mb in size)
- maximum fifteen images
- label images in order using the following format: sequence number, first initial, last name, year.
Example: 01_FLastname_2014.jpg

Richmond City Hall Exhibition Submissions

Attn: Nan Capogna
7700 Minoru Gate
Richmond, BC V6Y 1R9
Phone: 604-247-8300



List of Works

Your name: _____

#	TITLE	MEDIUM	DIMENSIONS	YEAR
1				
2				
3				
4				
5				
6				
7				
8				