

# 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 8 to 10 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
- 8 to 10 images maximum. You can either submit images on a CD, DVD, USB stick, or using Google Drive or Dropbox (please do not send by any other file sharing service. Make sure the link is open as multiple staff might be viewing using different email addresses.)
- 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 2 MB in size)
- Maximum 10 images
- Label images in order using the following format: sequence number, first initial, last name, year.  
Example: 01\_KJones\_2014.jpg

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## List of Works

Your name: \_\_\_\_\_

#	TITLE	MEDIUM	DIMENSIONS	YEAR
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				