



Center for the Arts Evergreen

"Bringing the Arts and the Community Together"

EXHIBITION PROPOSAL

The Center for the Arts Evergreen (CAE) hosts 12 exhibitions a year at two off-site galleries— Buchanan Rec Center and the Rotary Gallery at Center/Stage—reserved for individuals, pairs or small groups to exhibit two-dimensional artwork. **The exhibitor is in charge of installation, labels, marketing and any receptions (if applicable).** CAE will be responsible for taking and processing all payments; we receive a 30% commission on works sold. Exhibits are approximately 2 months long.

The **Rotary Gallery** is located in the lobby at Center/Stage, viewable by those attending performances as well as groups utilizing the space for classes and meetings. About 20-30 pieces can be accommodated depending on size.

Buchanan Rec Center has three (3) exhibition areas on the main floor equipped with a hanging system, viewable by people who utilize the center. The space suits larger works and can accommodate 6-15 pieces depending on size.

GUIDELINES

Submitted materials will only be accepted by mail or email. Mailed materials should be accompanied by photographs on a cd or hard copies (8x10in maximum). Emailed materials should be accompanied by digital photographs.

1. Exhibit proposal form
2. Digital images (3-10 images, .jpg, 72 dpi sized to 1024px on the longest side; files should be named: lastname_firstname_###_title [ex: Smith_Jane_001_Untitled02.jpg])
3. Image list corresponding with files including title, size, medium, and date.
4. (optional) Link to website to view more images
5. (optional) SASE with **adequate postage** to return materials.

Mailing address:

Attn: Curator
PO Box 2737
Evergreen CO 80437

Email address:

curator@evergreenarts.org
subject: Exhibition Proposal for (Gallery)

CONTACT INFORMATION

Name(s): _____

Gallery preference: _____ Date Preference: _____

Address: _____ Phone: _____

_____ Email: _____