

Visual Arts

Guidelines for Proposals

Following is an outline of the required information and materials which must be submitted together with your proposal for an exhibition at the Chicago Cultural Center:

1. General Biographical Information/Resume

This should include your name, street address, e-mail address, a telephone number where you can be reached during business hours, your education, any past exhibits and/or awards.

2. Digital Images

Digital Images (12-20) must be submitted in 72-150 dpi, jpeg format on CD. A printed thumbnail index must be provided. Please number the thumbnails and include a description page which states your name, title of the piece, date completed, medium (e.g., oils, watercolors, pencil, etc.), dimensions (height x width x [for sculpture] depth) and insurance value.

NOT ACCEPTABLE: PowerPoint slides or presentations, images embedded in PDF or Word documents, or images embedded in any type of word processing document.

3. Statement

Include a brief, printed statement describing your artwork. It may include a discussion of your artistic goals, an explanation of your techniques, or why you think your work should be exhibited at the Chicago Cultural Center.

For site-specific projects, this statement should also include descriptive details, diagrams, layout drawing(s), or any additional support information necessary to understand the proposed work.

4. Other

You may also include a minimal sample of recent reviews of previous exhibitions, photographs, a sample catalog, or the like. International proposals should also include budget information. Keep your proposal simple—no need for fancy folders or binders.

5. Self-Addressed and Stamped Envelope

You must include a self-addressed and stamped envelope with your proposal if you want your materials returned to you after our review. Please be sure to provide adequate postage and an envelope large enough to accommodate your materials. Unreturned materials will not be saved.

PLEASE MAKE SURE TO CLEARLY LABEL EVERY DOCUMENT AND/OR ITEM SUBMITTED WITH YOUR (A) NAME, (B) TITLE OF PROPOSED EXHIBIT AND (C) DATE SUBMITTED TO THE CHICAGO CULTURAL CENTER.

All information must be typed and mailed to the following address:

**Visual Arts Division
Chicago Department of Cultural Affairs and Special Events
78 E. Washington St.
Chicago, IL. 60602
Attention: Curatorial Staff**