

## **Fort Lewis College Art Gallery Submission Guidelines**

The Fort Lewis College Art Gallery welcomes exhibition proposals and portfolios of artwork for consideration. Submissions are accepted throughout the year and are reviewed by the Gallery Director.

As a research component of the Fort Lewis College academic art program, the Art Gallery strives to present exceptional work from emerging and established artists. We seek to inspire and enlighten FLC artists, students, and staff; to build new audiences for contemporary art; and to forge connections between artists and the wider community.

Each academic year (August through April), the Gallery presents four to five exhibitions by local, regional, and national artists, in addition to regularly scheduled student shows and one faculty show. We are interested in a diversity of media, viewpoints, and artistic practices, but these are not exhibition requirements. The Art Gallery exhibition space includes 130 lineal feet of display area, and is divided into a central gallery and two smaller adjacent coves.

As an educational gallery, we show work that may be experimental and non-commercial, but we also present works for sale. In the case of sales, the Gallery takes a 20% commission. As part of our educational mission, we encourage exhibiting artists to engage with students through talks, workshops, demonstrations, and other related events.

Submissions are reviewed on an ongoing basis, as time permits. Please be aware that the exhibition schedule for the FLC Art Gallery is normally made one to two years ahead of time. In addition, artists should be aware that gallery space

is limited. Work is selected for display at the discretion of the gallery director. Artwork that is not appropriate for the venue (liability concerns, space considerations, etc.) or is not a good fit with the gallery's mission and intent may be declined. If at any time you would like your materials returned, please contact the gallery at [martens\\_a@fortlewis.edu](mailto:martens_a@fortlewis.edu). You will be contacted if we are interested in receiving additional materials or information from you.

**PLEASE NOTE: DO NOT SEND ORIGINAL ARTWORK OR VALUABLE/IRREPLACEABLE MATERIALS.** Submitted materials will be handled with care, but the Art Gallery does not assume responsibility for lost or damaged materials.

## **FLC Art Gallery Submission Guidelines**

Individual artists are welcome to submit their materials to the Director for review and consideration for future exhibitions.

All materials must be clearly labeled with the artist's name. Written materials must be submitted in hardcopy form.

Required submission materials:

- Cover letter, with contact information
- Artist Resume
- Artist Statement
- Images/Documentation (Each image/documentation of work must be clearly labeled with the artist's name, title of work, dimensions, media, and year work was completed.) We accept: Slides (up to 20 images), CD (up to 20 images, jpeg format). For new media and time-based media, up to 20 minutes on DVD or CD.
- Written one-page proposal for new work to be created,

accompanied by up to 10 visuals of existing work and/or sketches of new work.

- A separate corresponding image checklist with the artist's name, title of work, dimensions, media, and year work was completed.
- A SASE (self-addressed, stamped envelope) is required to have submitted materials returned. The FLC Art Gallery is not responsible for materials submitted without an SASE.

Proposals for guest-curated exhibitions should demonstrate strength and originality of concept, quality of the participants and selected work(s), and the ability to combine these elements in an exhibition. All materials must be clearly labeled with the submitter's name and/or name of the proposal. Written materials must be submitted in hardcopy form. Required submission materials:

- Cover letter, with contact information
- Written description of the exhibition/project
- Images of either proposed work or representative images from the artists to be included. We can accept documentation in the following forms: Slides, CD, DVD, or VHS
- Each image/documentation of work must be clearly labeled with the artist's name, title of work, dimensions, media, and year work was completed.
- A separate corresponding image checklist with the artist's name, title of work, dimensions, media, and year work was completed for all submitted materials.

- Artist Resumes/CVs of the curators/organizers, artists and participants.
- SASE (self-addressed, stamped envelope). Required to have submitted materials returned. The FLC Art Gallery is not responsible for materials submitted without an SASE. If the nature of the proposal makes it difficult to identify all of the potential artists or works to be included, an outline and examples of what the curator is proposing will suffice.

**Include in all FLC Art Gallery submissions:**

Exhibition/project proposal date

Name/Address/City/State/Zip

Home phone/Work phone/Cell phone/Email/

Send submissions to:

Andrea Martens, Interim Gallery Director

Department of Art & Design

Fort Lewis College

1000 Rim Drive Durango, CO 81301

**For more information email [martens\\_a@fortlewis.edu](mailto:martens_a@fortlewis.edu)**