



Hello!

Thank you for your interest in showing at The ASCA Gallery at 111 Elk Avenue. In order to get you and your work properly represented in all our marketing outlets, you will need to submit the following with your Gallery Agreement, Marketing Outline, and W9 Form:

Please attach the following as Word doc(s) in your email to melissa@crestedbuttearts.org:

- _____ A full artist bio, including things such as trainings, education, previous shows, awards, etc.
- _____ A description of your artistic work including things such as medium, influences, stylistic definitions, mentors, content of work, message of work.
- _____ Description of work you will hand in the show. This includes what kinds of pieces you will be showing, theme of the show, medium, etc. (This should be about a paragraph in length and is what The Center will use in our larger publications like the Arts Alliance Magazine and the PO Box Brochure that go out at the beginning of each season, so please make sure this is written how you want your show promoted in those materials).

Please attach the following photos in your email to Melissa:

- _____ Artist photo (of you!). Resolution must be at least 300 dpi, over 500 KB or up to 5 MB. Please do not include photos over 5 MB.
- _____ Photos of work being displayed in the show. Please include at least three. Resolution must be at least 300 dpi, over 500 KB or up to 5 MB.

Please also include your first and second choices for the 4-hour shift you would like to cover in the gallery each week (example: Mondays from 1 – 5 pm).

A final checklist for you:

IN ADDITION TO THE ABOVE, PLEASE MAKE SURE THE FOLLOWING ARE INCLUDED IN YOUR APPLICATION MATERIALS:

- | | |
|---------------------------------------|--|
| _____ A Signed ASCA Gallery Agreement | _____ Your Completed W9 Form |
| _____ A Signed Marketing Outline | _____ A List of Your 1 st and 2 nd Choice for Galler Shift |