



# CALL FOR EXHIBIT PROPOSALS GUIDELINES

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**DEADLINE: FRIDAY, November 16, 2007 5:00PM**

DIVA invites artists, curators, groups, and organizations to submit exhibit proposals for our six-gallery facility July through December 2008. We welcome a wide variety of proposals including installation, multi-media, time-based, performance, or other creative uses of our gallery spaces. Individuals and groups living in Oregon or proposals that are significant to Oregon are eligible to apply. If you submit samples of the work, they must be in digital format. Images are not required, but are helpful if you have some visual representation of your concept. Applications will be received at DIVA through **6:00pm on November 16, 2007**. Notification letters will be mailed by January 8, 2008.

Guidelines to apply:

- 1) Complete the 2-sided application
- 2) You may submit up to 5 samples of your work in the form of digital images or video on a CD or DVD.
- 3) Include a self-addressed stamped envelope with postage adequate for return mailing.

Send or deliver these items to:

DIVA  
c/o Exhibits Coordinator  
110 West Broadway  
Eugene, Oregon 97401

If you are a pair, group applying as a guild or associated artists, or an organization:

Please complete one application form and designate one person as the primary contact, but provide contact information for every participating artist. Submit your application and digital images together (put images on one CD). When artists submit as a pair or group, the proposed exhibit is reviewed as such – you must answer the questions as a pair or group. Artists will not be chosen individually from the group proposal. An artist submitting in a pair or group may also submit a separate proposal as an individual artist.

Organizations must also answer all the questions, and as directed in question #2, include a statement about the organization; focus on the mission, objectives, or goals.

If you are a curator:

Please complete the application form and if available, submit examples of exhibits you have curated. You must answer all of the questions and, as directed in question #1, you must explain how you will solicit and select work for your exhibit.

Samples of your work must be submitted in digital format labeled to match up with your application:

You may submit a CD containing up to five images in JPEG format. Size your still image to 1024 pixels in the longest dimension. A typical digital image will size to 1024 x 768 pixels. Scanned slides or scanned photos will vary. Keep as fine a resolution as possible. Your digital images must be titled to match up with your application. Video material should be submitted on a DVD containing up to 10 minutes worth of video in a QuickTime or Windows Media Player format using a 720 by 480 pixel size.

Your image or video files should appear onscreen in the following style:

**lastname\_#\_title** Example: (third image) smith\_3\_terrortower.jpg or smith\_terrortower.avi

lastname = If yours is long, use the first eight letters.

title = At least the first eight letters of any title. If untitled, please type: untitled



If you are submitting samples of your work, please provide the following information. If images are samples of exhibits (rather than individual artworks) please title the images to the best of your ability and use the space to the right to explain the image. If you are submitting video or audio samples, you are limited to a total of 10 minutes. Please title them to the best of your ability, provide the format in the space provided, and use the space to the right to provide further explanation as needed.

#1 Title: \_\_\_\_\_  
Medium: \_\_\_\_\_ or  
Format (film, video, audio): \_\_\_\_\_  
Dimensions: \_\_\_\_\_  
Date: \_\_\_\_\_

#2 Title: \_\_\_\_\_  
Medium: \_\_\_\_\_ or  
Format (film, video, audio): \_\_\_\_\_  
Dimensions: \_\_\_\_\_  
Date: \_\_\_\_\_

#3 Title: \_\_\_\_\_  
Medium: \_\_\_\_\_ or  
Format (film, video, audio): \_\_\_\_\_  
Dimensions: \_\_\_\_\_  
Date: \_\_\_\_\_

#4 Title: \_\_\_\_\_  
Medium: \_\_\_\_\_ or  
Format (film, video, audio): \_\_\_\_\_  
Dimensions: \_\_\_\_\_  
Date: \_\_\_\_\_

#5 Title: \_\_\_\_\_  
Medium: \_\_\_\_\_ or  
Format (film, video, audio): \_\_\_\_\_  
Dimensions: \_\_\_\_\_  
Date: \_\_\_\_\_