



# CALL FOR EXHIBIT PROPOSALS GUIDELINES

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**DEADLINE: Saturday, June 7, 2008 5:00PM**

DIVA invites artists, curators, groups, and organizations to submit exhibit proposals for our six-gallery facility January 2009 through June 2009. 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 **5:00pm on June 7, 2008**. Notification letters will be mailed by July 18, 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



## APPLICATION – DUE JUNE 7, 2008 by 5:00PM

I'm applying as: (check one)

**an individual/pair**

**an artist group/guild/collective**

**a curator**

**an organization**

Application checklist:

Fill out this application (2-sided) and include materials as instructed

If available, include up to five digital images on a CD or if video, up to 10 minutes on a DVD

Include a self-addressed stamped envelope with postage adequate for return mailing

Submit materials to:

DIVA  
c/o Exhibit Coordinator  
110 W. Broadway  
Eugene, OR 97401

Primary Contact Information (for pairs, groups, and organizations - please include a separate sheet with contact information for all participants)

Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Exhibit selection will be based primarily on your answers to the following questions. You may submit these answers in whatever format you feel will best convey the information – you are not limited to a typed essay, but you should clearly address the questions below and the jury will need to be able to understand your answers efficiently in order to make the selection.

- 1 ) DIVA is interested in traditional displays as well as installations, time-based multi-media, performance, or interactive works that use the space in a dynamic manner. Clearly describe the vision of your exhibit and your conceptual idea. If appropriate, describe how your exhibit will utilize the space. If you are proposing a curated exhibit, please explain how you will solicit and select work for your exhibit.
- 2 ) DIVA is interested in working with diverse exhibitors with a variety of backgrounds. Please list highlights from your résumé, and describe your artistic influences, goals, and motivation behind your work. Organizations should provide a brief (one page typed) statement about the organization instead; focus on the mission, objectives, or goals.
- 3 ) DIVA aims to have allied programming in conjunction with exhibits. Could your proposal include educational classes, performance, lectures, screenings, or other events? If so, please describe.

If you are submitting images or video with your application, you must include a CD with no more than 5 images or DVD with up to 10 minutes of video (see the guidelines for more information) and fill out the information on the other side of this application.

Artists and groups living in Oregon or proposals that are significant to Oregon are eligible to apply.

Our facility consists of six galleries of various sizes.

A jury will select exhibits, which will be scheduled for January through June 2009. There will be another opportunity to submit proposals in January 2009.

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: \_\_\_\_\_