



Exhibition Proposal Submission Guidelines for Artists and Independent Curators

The MacKenzie Art Gallery accepts exhibition proposals on an ongoing basis. These are reviewed quarterly by our Exhibition Proposal committee. Exhibitions are generally programmed two to three years in advance, with the majority of exhibitions and projects arising from direct invitations to artists and curators, or from proposals from other institutions. Therefore, while we welcome the opportunity to review new projects, we are limited in our ability to accommodate unsolicited submissions for exhibitions, especially from artists and curators outside of Saskatchewan.

Submissions should include:

- An introductory cover letter introducing yourself and/or your organization
- A short, one-page artist's statement about your work
- A curriculum vitae
- Your current contact information and e-mail address
- A list of works with title, date, media, and dimensions/duration
- Clearly labelled support materials and images

In the event that the proposed artworks have not yet been produced, please provide a detailed description of the intent in addition to support material featuring past work.

Submissions by Mail

Your submission will be returned if accompanied by a self-addressed envelope with the required postage. If you would like any part of your submission added to our Gallery Library, please clearly state this in your introductory letter. Please note that any material added to the Library can be accessed by members of the public.

CDs, DVDs, and printed images can be submitted using the following guidelines:

- Individual images must be PC-compatible JPEGs. Each JPEG must not exceed 72 dpi in resolution or 500 KB (3.9 MB) in size.
- All PDF documents must be PC-compatible and must not exceed 1,280 KB (10 MB).
- Videos must be PC-compatible and viewable using QuickTime or Windows Media Player.

The MacKenzie Art Gallery is not responsible for lost or damaged submissions. Please do not submit original artworks. To submit, please mark clearly '**Exhibition Proposal**' and mail to:

MacKenzie Art Gallery
Attn: Curatorial Assistant
3475 Albert Street
Regina, SK S4S 0A2

Submissions by E-mail

Images, PDFs, and videos must conform to the above guidelines. If your support materials can be viewed on your website, please provide the specific web address. We will not review web pages that do not directly relate to your proposal.

Internet-based works and exhibitions (i.e. Virtual Museum of Canada) will be viewed if specific web addresses are provided.

To submit, please enter '**Exhibition Proposal**' into the subject line and e-mail our Curatorial Assistant at lydia.miliokas@mackenzieartgallery.ca. All mass e-mails not following the above guidelines will be automatically deleted.