



Georgetown University Art Galleries Exhibition Proposal Form

Please also attach the following:

- Short synopsis of exhibition (max. 250 words)
- Draft illustrated exhibition checklist
- Resume/CV + bio (plus artist statement if applicable) of participating artist(s) and curator(s) or organizing institution
- Images/Videos of Work Samples (see Application Guidelines below)
- Budget Worksheet or fee structure

MARIA & ALBERTO
DE LA CRUZ
ART GALLERY

LUCILLE M. &
RICHARD F.X.
SPAGNUOLO
ART GALLERY

Contact Information of exhibition coordinator/organizer

Name _____

Phone _____ Email _____

Exhibition Description: _____

Tentative Title of the Exhibition: _____

Rationale (e.g., timing, suitability for gallery): _____

intended space (de la Cruz Gallery 2535 sf; Spagnuolo Gallery 461 sf): _____

non-art elements (photos, maps, charts, graphs, diagrams, video, text panels): _____

Unusual Cost Factors (ex. a/v rentals): _____

Target audience: _____

Potential funding sources: _____

Related academic programs: _____



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Is there a related publication: _____

Public programs ideas: _____

Preferred opening date (fall or spring plus year): _____

Publicity opportunities (e.g., social media, interactives, website): _____

Application Guidelines: Work Samples

IMAGES:

Attach to your email up to 10 representative images or checklist highlights. Images must be submitted as JPEG, PNG, or PDFs, with filenames formatted as such:

ARTISTLASTNAME_TITLEOF-PIECE.jpg. Images should be optimized for web/screen preview and no larger than 2MB each, 72 DPI, and the longest side should be 2000 pixels. Also submit a detailed list of images formatted as follows:

- Filename (e.g. ARTISTLASTNAME_TITLEOFPIECE.jpg)
- Artwork Title, year, medium, dimensions.
- Any additional info as needed such as installation specifications

VIDEO/AUDIO:

If applicable, please provide up to 4 URL links for video and time-based work. Vimeo is preferred for video. Soundcloud is preferred for audio. Please note: Video/audio samples exceeding 3 minutes may not be viewed in their entirety. For longer pieces we recommend creating an ex-cerpt or providing a cue point in the notes.

Include the following information:

- URL
- Password (if applicable)
- Artwork Title, year, duration
- Any additional info as needed.



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art.georgetown.edu