|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Wanda Riley, Curator  schulmangallery@luzerne.edu  www.luzerne.edu/schulmangallery  570.740.0727 | | | | | **2017 Faculty/ Alumni**  **Submission Form** | | | | | | | | |
| **Artist’s Name:** |  | | | | | | | | | | **Date**: | | |
| Phone Number |  | | | | | | | | | | |
| Mailing Address |  | | | | | |  | | | | | | |
| Email Address |  | | | | | | | | | | | | |
| Artwork 1 Title |  | | | | | | | Size |  | Medium | |  | |
| Artwork 1 Title |  | | | | | | | Size |  | Medium | |  | |
| Artwork 1 Title |  | | | | | | | Size |  | Medium | |  | |
|  | | Alumnus |  | LCCC Faculty |  |
| **Artist’s Signature:** | | | | | | | | | | | | |  |
| Make sure to follow the instructions on the submission form carefully. Applications that have been incorrectly submitted (e.g.: photos or digital representations of work not titled correct, required information on the form is not included, etc.) will be rejected immediately. If you have any questions, email the curator.  Submission forms and work samples are submitted directly to the Schulman Gallery curator. They can be emailed, mailed, or delivered to the Campus Center room 218A. Again, all work samples must be digital entries. No physical works will be accepted during the submission process. If you have any difficulty obtaining a digital representation of your work please contact the curator.  If your work has been accepted, the curator will contact you with an Exhibition Agreement and directions for drop off. Please read and follow the instructions on the Exhibition Agreement carefully. Your Exhibition Agreement will outline how your work will need to be prepared to display in the gallery. Failure to follow the procedure outlined in the agreement will result in the disqualification of your work. If you have any questions, again, email the curator. Important Dates Submission Deadline: Monday, December 12, 2016  Notification of Accepted Works: on or before Friday, December 16, 2016   * Artists will be notified of accepted work via email.   Artwork Drop Off:   * Thursday, January 5, 2017 between 2:00pm - 6:00pm * Saturday, January 7, 2017 between 2:00pm-6:00pm   Exhibition Opens: Friday, January 13, 2017  Artists Reception: Friday, January 27, 2017 from 6:00 – 8:00pm  Artwork Pick Up:   * + Wednesday, February 22, 2017 between 2:00pm - 6:00pm   + Saturday, February 25, 2017 between 2:00pm-6:00pm | | | | | | | | | | | | | |
| **To Submit Your Work**  **A**. For all image submissions: Please format your images in jpg or jpeg, with the longest side at least 500 pixels  and no larger than 1000 pixels.  **B**. Please title each image with your name, 2017-Faculty Alumni, the # of the work, and the Title. It should  look like this: “**Your Name\_2017-Faculty Alumni\_1\_Title.jpg**”.  **C**. Please match the artwork you have listed as 1, 2, 3 in the submission form with the titles of the images of  your artwork that you submit along with the form.  **D**. Please review the information outlined in this document and ensure you can be available on the necessary  dates.  **E**. For email submissions, download and then please send completed form to *wriley@luzerne.edu*  or *schulmangallery@luzerne.edu*.  **a**. Title this application document “**Your Name\_2017-Faculty Alumni\_ Submission Form**”  (e.g. “WandaRiley\_2017- Faculty Alumni \_Submission Form”).  **F**. **b.** Use “**Your Name – 2017 Faculty Alumni Submission**” as your email subject.  **G**. For online submissions: follow the instructions on the online form. Be sure to upload your images after  filling out the form and title them appropriately.  **H**. For mail submissions: please send this completed, printed document and image CD to  Wanda Riley, Schulman Gallery  c/o Luzerne County Community College,  1333 South Prospect Street; Nanticoke, PA 18634.  **Exhibition Information**  The Artist acknowledges his or her submission to participate in the fine art exhibition: **LCCC 2017 Faculty and Alumni Exhibition** at the Schulman Gallery. The exhibition runs from **Friday, January 13, 2017 to Wednesday, February 15, 2017**.    **The opening reception will be held on Friday, January 27, 2017 from 6:00 pm to 8:00 pm.** The Artist will be expected to make every effort, within reason, to attend the full opening reception.  The Artist is submitting for consideration and committing to providing all of the artworks listed in this Submission Agreement. Selected Artists will be notified by Gallery Curator, Wanda Riley by email on or before **December 16, 2016**. Once chosen, you will receive the Gallery’s Artist Agreement via email. This Agreement must be read, printed, signed and submitted during the artwork drop off. You will not be able to exhibit without a completed Exhibition Agreement. Contact the Curator for an advanced copy of this agreement.  Signing the above verifies the Artist submitting artwork for consideration understands, agrees with, and will meet (within reasonable expectation) the conditions outlined in this document. | | | | | | | | | | | | | |