

## EXHIBITION PROPOSAL and SELECTION PROCESS

*The College of the Mainland (COM) ART Gallery will accept exhibition proposals from individual and group artists. Priority will be given to artists from the surrounding counties. The Art Gallery will host five guest artists per academic year, two in the Fall and three in the Spring.*

*COM ART Gallery Committee will review proposals year-round. Each proposal may take up to six months to be reviewed. The committee will meet twice an academic year: once in April to review and prepare for the Fall exhibit and once in October to review and prepare for the Spring and Summer exhibits. The committee will consist of the COM ART Gallery Director, one full-time faculty member in the submitting artist's media, and the Chair of the Fine Arts Department. Exhibitions are scheduled approximately six months in advance. Our exhibition calendar is carefully balanced to represent the diversity of the Fine Arts programs offered at COM.*

*Proposals are evaluated based on confirmed concurrent, past, and upcoming exhibitions to ensure that we incorporate a cross-section of media, genres, group and solo shows, and a variety of current and historical works that showcase diverse voices from the community within the framework of COM's mission to explore the art and stories of various artist groups.*

*Please note that COM staff cannot perform appraisals or authentications on any artwork.*

*As you prepare to submit your proposal, please keep the following in mind:*

*Once you submit your proposal, please refrain from contacting the gallery to inquire about its status. Whether your proposal is accepted or denied for exhibition, we will contact you. Thank you for your consideration and understanding.*

*Under no circumstances should any original work or valuable material be sent to COM for consideration. COM will not consider or be responsible for unsolicited artwork that arrives at the gallery.*

## **Timeline and Process for Artist Submissions to the COM Art Gallery**

- Submission
  - Deadlines
    - Fall Exhibition
      - Submission Deadline: End of the second week of April
      - Review Period: Third week of April to the first week of May
      - Notification Date: Second week of May
    - Spring and Summer Exhibitions
      - Submission Deadline: End of the first week of October
      - Review Period: Second week of October to the fourth week of October
      - Notification Date: First week of November
  - Guidelines
    - Review Criteria
      - Media: COM accepts all media, including painting, sculpture, photography, mixed media, and new media such as sound and video.
      - Number of Pieces: Artists can submit up to 20 pieces for consideration into an exhibit, but the exhibition can include more pieces
      - Local vs. Visiting Artists: There will not be a separate review panel for local and visiting artists. Local artists who are from the surrounding counties will have priority over visiting artists.
      - Theme and Concept: Each exhibit may have a theme; submissions should align with the theme where applicable.
      - Quality of Work: Consideration of technical skill, originality, and overall impact.
    - Submission Requirements:
      - Application Form: Must include artist's details, piece descriptions, and medium.
      - Images: High-resolution images of submitted works.
      - Artist Statement: Brief statement explaining the work's relevance.
- Review
  - Initial Screening
    - Gallery Director: Third week of April (Fall Exhibit) and Second week of October (Spring and Summer Exhibits); Ensure submissions meet basic guidelines and criteria before the committee convening. Any submission not meeting the criteria for review and submission requirements will automatically be declined and notified of this decision.
  - Detailed Review:
    - Committee: Fourth week of April (Fall Exhibit); Third week of October (Spring and Summer Exhibits); Evaluate the submissions' artistic quality, thematic relevance, and overall cohesion.
  - Final Selection Meeting:
    - Committee: First week of May (Fall Exhibit); Fourth week of October (Spring and Summer Exhibits); committee finalizes the list of accepted and rejected submissions. They discuss and confirm the final selections, ensuring a diverse representation of media and artists.

- Notification
  - Dates: Second week of May (Fall Exhibit); First week of November (Spring and Summer Exhibits)
  - Process:
    - Acceptance: Send acceptance emails detailing the next steps, including delivery of artwork and exhibition dates.
    - Rejection: Send polite rejection emails offering constructive feedback and encouragement to apply for future exhibits.
- Post-Selection
  - For Accepted Artists:
    - Artwork Delivery: Arrangements for artwork delivery or pickup.
    - Exhibit Preparation: Coordinate exhibit setup, including framing or installation as needed.
  - For All Artists:
    - Offer feedback upon request to support future submissions and growth.