

## Call For Proposals • Springfield City Hall Gallery • Calendar Year 2019

The Springfield Arts Commission (SAC) makes this call on an annual or semi-annual basis. Artists of every level, novice to professional, are encouraged to apply.

### City Hall Gallery

Located in Springfield City Hall at 225 5th Street, the City Hall Gallery exhibits two- and three-dimensional art by Oregon artists. Open hours are: Monday and Tuesday, 8am-8pm; Wednesday and Thursday, 8am-6pm; Friday, 8am-6pm, and Saturday, 10-6pm. Estimated 3,000 viewings per month.

SAC invites artists interested in exhibiting 1) solo, 2) group, or 3) curated thematic exhibitions. Exhibition durations are typically four weeks. No fees or commissions are expected from artist exhibitors.

Work exhibited must be suitable to the space and its function. Before submitting entries, please review the complete guidelines for artists. These are posted on the Arts Commission website at:

[www.springfieldartscommission.org/cityhall\\_gallery.html](http://www.springfieldartscommission.org/cityhall_gallery.html)

### Submitting Your Proposal

Please send THREE documents by email or by mail:

1. **Sample Images** of the artist's proposed exhibition. Please include digital images of up to 10 works which are representative of the proposed exhibition (jpg or tiff format-300 dpi resolution). Please compile all images in one document and submit as an email attachment (Word or PDF format). Alternatively, a hardcopy document or disc may be sent by mail and will be made available digitally for review. Additional close-up photos of the artwork are allowed, and do not need to be listed separately in the application material. Group applications should include images of all artists' work.
2. **Image List.** Please provide information on each submitted image: Title, media, and size. You may also include this information for works in the proposed exhibit not featured in one of the 10 sample images.
3. **Artists' Information:**
  - Name (or contact for group entries)
  - Address
  - Telephone numbers      Email address      Artist website (if applicable)
  - A brief artist's statement or a brief artist's bio for press release, if selected
  - The months you are available for showing in 2019. List first and second choices for month.

Proposals should be received by **May 25, 2018** by Arts Commission Liaison, Thea Hart:

1. By email (please attach documents as Word or PDF documents) to [thart@springfield-or.gov](mailto:thart@springfield-or.gov), OR
2. By mail or hand delivery (to be received by May 25) addressed to:  
Springfield Arts Commission, 2019 Exhibition Season  
Springfield Public Library  
225 5th Street  
Springfield, OR 97477

Selection will be made by the Springfield Arts Commission. Artists selected will be notified by **July 1, 2018**.

**Additional Information:** Contact Thea Hart, 541-726-2238 or [thart@springfield-or.gov](mailto:thart@springfield-or.gov)