

CCAIE Small Group Show Proposal Guidelines

For more information: ccae.org/classes/visual-arts

Who can submit a proposal?

- CCAIE students (or teachers) with active enrollment (or teaching) at least once during the past year.
- Groups must contain at least 3 artists, with no more than 10, in most cases.
- Groups must be prepared to show between 15 and 30 pieces total, in most cases.
- Artists are responsible for finding group members—CCAIE cannot arrange a group for you at this time.
- All work must be able to hang (CCAIE does not have pedestals), but there are no other restrictions on materials.

What is the timeline for submitting and showing?

- Term: We accept proposals for fall, winter and summer terms.
- Deadline: We accept proposals on a rolling basis, but plan shows a few months or more in advance.
 - For winter shows, submit your proposal by Dec 15th.
 - For summer shows, submit your proposal by February 1st.
- Notification: You will be notified if your group show has been selected via email.
- Show Dates: All exhibitions are on display for 2-3 months. All submission, drop-off, and installation dates will be specified after notification of selection.

What should the proposal include?

- An exhibition description (50-100 words) that captures the idea of the show. Be sure to describe what ties your group's work together and how many pieces you intend to display.
- A primary point-of-contact for your show.
- Names and email addresses for all participating artists.
- Images of the work you intend to display (a minimum of one piece per artist must be included in the proposal).

How do I submit?

- Please submit all materials via this [Google Form](#).
- All images must be saved and uploaded with the following format: Artist Name - Title.jpeg.
- If you have any questions, please contact Bryan Ramey at bryan.ramey@ccae.org.

Who reviews the submissions?

All submissions are reviewed by Bryan Ramey, Program Director for Visual Arts.

What happens if my group show is accepted?

- We will notify your point-of-contact if your show is accepted for the upcoming term.
- We will send you a list of dates, including:
 - Dates to submit images and information (including titles, size, materials, and price) of all artwork.
 - Drop-off dates for all artwork.
 - Opening reception and exhibition dates.

Other information:

- If accepted, one piece would be selected for use in marketing materials with credit to the artist, including publication in our printed catalogs.
- If you choose to have your art for sale, there is a 70/30 split, the artist retains 70% of the sale price and CCAIE retains 30%
- If your proposal is accepted, you have the option of also giving an artist's talk, demo, or other similar event.