

Who can submit a proposal?

- CCAIE students (or teachers) with active enrollment (or teaching) during the past year.
- Groups must contain at least 3 artists, with no more than 8.
- Groups must be prepared to show between 9 and 30 pieces total.
- 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 6 months or more in advance.
 - For fall shows, submit your proposal by April 15th.
 - For winter shows, submit your proposal by August 1st.
 - For summer shows, submit your proposal by February 15th.
- **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 do 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 (one piece per artist must be included in the proposal).

How do I submit?

- Please submit all materials [via this JotForm](#), also accessible online at ccae.org/artclasses.
- All images must be saved and uploaded with the following format: **Artist Name - Title.jpeg**.
- If you have any questions, please contact Jessica Covert at jessica.covert@ccae.org.

Who reviews the submissions?

All submissions are reviewed by Jessica Covert, Program Associate, and Ashley Nikolyszyn, Director of Programs and Program Manager 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, or other similar event.