

## **Application Form**

Completed proposals (including images, audio or videos of your work) must be submitted before 9am on 11 July - See FAQ's section for guidance. Please feel free to submit proposals in video or audio, using the same question outline as below.

Please send proposals to Zoe Wright at [zoe.wright@richmondandwandsworth.gov.uk](mailto:zoe.wright@richmondandwandsworth.gov.uk), it is vital that you put "EA23" and your name (e.g. "EA23 Zoe Wright") into the subject headline line of each email.

There is a 30Mb max attachment size for each email, please do not exceed this otherwise it will be blocked. Please note we can't open Wetransfer files. If you wish to exceed this, please send another email with the corresponding reference in the subject heading. Please also note, it is only necessary to send roughly 5 – 10 key images of your work.

### **Section 1**

#### **About You**

1. Name/Collective/Gallery/etc:
2. Where are you working from (if London, please state which Borough):
3. Tell us about your practice (Artist statement) (200 words):

### **Section 2**

#### **The Exhibition**

4. Please tell us about the exhibition. (250 words max):
5. Please provide web copy for the exhibition (100 words):

6. Please provide information of any collaborators or further stakeholders involved in the exhibition:

7. What price range do you envisage the works to be? (If applicable)

8. Do you have any access requirements?

9. Below is a list of available slots to exhibit with the Arts Service between 2023-2024, please tick select any slots that you are interested in?

Exhibition 1 dates – 29 Sept – 26 Nov

Exhibition 2 dates – 2 Feb – 7 April

Exhibition 3 dates – 12 April – 16 June

### **Frequently Asked Questions (FAQs)**

#### Applying

What file-format should media be sent in?

Here's a list of supported file-formats: Windows Media formats (.asf, .wma, .wmv, .wm) Audio Visual Interleave (.avi) Moving Pictures Experts Group (.mpg, .mpeg, .m1v, .mp2, .mp3, .mpa, .mpe, .m3u) Musical Instrument Digital Interface (.mid, .midi, .rmi) Audio Interchange File Format (.aif, .aifc, .aiff) Audio for Windows (.wav) QuickTime Movie file (.mov) MP4 Audio file (.m4a) MP4 Video file (.mp4, .m4v, .mp4v, .3g2, .3gp2, .3gp, .3gpp)

#### How do I send images/audio/video without exceeding the attachment size limitations?

We recommend media is compressed before sending. This can be achieved using specific media editing software (e.g. Photoshop, Final Cut etc). Free equivalents such as Audacity audio editor, G.I.M.P image editor and Handbrake video compressor are available to download online with corresponding tutorials available

on YouTube to guide you. The optimum file size for images should be roughly 1 Mb. Video and audio will depend on the length of the file. Alternatively, there are several free compression services available online, and work by uploading the files you wish to be compressed and clicking the download link which shortly follows. It is often possible to get the same result by uploading content to Facebook (in a private folder if you wish to keep it hidden from the public) and then reuploading it from there. Websites like Facebook, Google, YouTube etc compress media uploaded by content producers in order to store more data.

### When do I find out if my proposal has been accepted?

Applicants will be notified by email from the week beginning 24 July

### The Exhibition

If I am accepted for an exhibition, what happens next?

Once a date is confirmed for the exhibition, you will be sent an exhibition contract and invited to meet with the gallery team to discuss associated logistics in more detail.

Before install, the Arts service will require:

- Images and copy for publicity use
- Floor plan
- A completed pricelist (with images) if works are for sale. (Template will be sent)
- A complete risk assessment and method statement. (Template will be sent)
- Interpretation and printing of interpretation texts
- Confirmation of opening event
- Confirmation of volunteer tour
- Pack for volunteers (Template will be sent)
- Press release
- Public liability insurance.
- A signed Vendor Agency Agreement if works are for sale. (Will be sent)

Can I have an opening celebration event? This can be arranged according to the gallery availability. If agreed, all costs (including physical publicity material) would be the responsibility of the exhibitor(s). We recommend that this takes place during

gallery opening hours so as to reduce any costs associated and maximise engagement from the public.