



Date: 2022.10.21  
Subject: Art Submission Guidelines  
From: John Kennedy - Executive Director

Billings Arts Association paid members may submit art for posting to Member Pages on our website.

Art posted to any website can be easily copied and used, often against the wishes of the artist.

Each artist is responsible to protect and prepare their artwork for submission. The Association will not edit, correct, or otherwise protect your art or your artist's statement. That is the responsibility of the individual artists, and any copyright infringement risks are with the artist.

To lessen the risk of your artwork being used against your will, please consider the following guidelines.

We will accept artist's statements in the body of an email, or as a .txt file only. Art will only be accepted in jpeg format (this is a relatively low quality image that will look good on the site but is not great for fine art reproductions), and re-sized so that the longest image side is no greater than 600 pixels (this will look good on the site but will appear pixelated if someone tries to expand it).

Each picture must be named in this format

**Example: *Smith,Barbara,2022.10.21,1***

Last Name, First Name, Date, Image Number (sequential 1-XXX)

			1
		2022.10.21, _	
	Barbara, _		
Smith, _			

The underscore “\_” means a single space  
*Date format should be Year.Two\_digit\_Month.Two\_digit\_Day (2022.10.07) (this allows files to stay in chronological order)*

Submissions that do not fit this format may be rejected.

Billings Arts Association  
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