

Prospectus

Exhibition Theme Name

A Visual Art League of Lewisville Judged Member Show
Lewisville Grand Theater Main Gallery.

Theme Prompt: Insert a short description explaining the theme. Insert a short description explaining the theme. Insert a short description explaining the theme.
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Curator

Curator's Name

Questions: Curator's Email

Judge

Judge's Name

IMPORTANT DATES AND TIMES

Exhibition Dates: (Gallery Hours: Tues. - Sat. 10am - 5pm)	Insert Date
Submission Deadline:	Insert Date, 11:59 p.m. Review this Prospectus for complete submission requirements
Intake: (Watch for email to sign up)	Insert Date, Time
Hanging Art:	Insert Date
Judging:	Insert Date
Opening Reception:	Insert Date, 7 p.m. – 9 p.m.
Conversations with Artists: what were they thinking?	TBD
Strike: (Watch for email to sign up)	Insert Date, Time

AWARDS

1st Place: Insert Value

2nd Place: Insert Value

3rd Place: Insert Value

Honorable Mention: Insert number of Honorable Mentions and Value

List Additional Awards if Applicable

SPECIFICATIONS

1. This is a VAL member-only show and only 2 works of art can be submitted. All current members must meet our guidelines to have their artwork displayed in the gallery.
2. All media accepted. (2-D and 3-D)
3. Only original art created within the last 24 months will be accepted. No digital reproductions of paintings, drawings or prints will be accepted. No AI generated work will be accepted.
4. **No installations.**
5. The gallery is owned by the City of Lewisville and is considered family-friendly, so no explicit nudity, confrontationally political, or disrespectful religious images allowed.
6. No collaborative artworks. All art submitted must be an original composition of an individual artist.
7. Artworks previously exhibited in a VAL exhibition are not accepted.
8. No artwork submitted may have been created in an instructional setting, including but not limited to workshops and art classes.
9. Any canvas less than 1.5 inches in depth must be framed.
10. Entries must conform to the Updated VAL Hanging Guidelines (pdf) at <https://visualartleague.org/val-documents>
11. All pieces to be hung on a wall must be properly wired for hanging with D rings and wire with ends covered to avoid injury when handling.
12. No sawtooth hangers or uni-frames allowed. **NO CLEAT** hangers.
13. Framed artwork larger than 16" x 20" must have acrylic glazing. **NO GLASS, NO EXCEPTIONS!**
14. Acrylic artworks and photography on metal cannot have sharp edges. If they do, they must be framed.
15. Place the entry tags securely to the back of your artwork in ADVANCE of intake day.
16. Artwork must be submitted during the designated intake times.

SPECIFICATIONS, continued

17. Any special requirements for hanging or displaying artwork must be **approved by the curator IN ADVANCE of submission deadline.**
18. VAL reserves the right to reject any works not meeting eligibility requirements or deemed inappropriate even after the image has been accepted.
19. Works no larger than 40" wide accepted to allow for maximum participation for VAL members. Larger works can be accepted at the curator's discretion. Contact the curator for details IN ADVANCE of submission deadline.
20. If your art sells during this show, it must remain at the Lewisville Grand until strike date, a 20% commission is to be paid to VAL, half of which will go to the Lewisville Grand. Download the [Commission Form](#) from the VAL website.
21. Your art **MUST** be picked up on the strike date. If you are unable to pick up your artwork, make arrangements for a proxy to pick up on your behalf. Notify the curator in advance that arrangements have been made. **(Art not picked up at intake is subject to a daily storage fee payable to The Grand.)**

ENTRY PROCEDURES

1. **Fee:** \$40.00 Payable online at the Visual Art League website.
<https://visualartleague.org/exhibit-entries-fee>
2. Submissions for this exhibition should be emailed to: **EMAIL HERE** Subject Line:
"EXHIBITION NAME HERE"
 - a. Your email must include the following for each entry:
 - i. Artist's Name
 - ii. Title of Work
 - iii. Medium
 - iv. Dimensions
 - v. Price (if not for sale, indicate NFS)
 - vi. Description
 - vii. Image of each entry
 - viii. Cell phone number
3. The Description is **limited to 30 words**. Your statement should only be about how your artwork relates to the theme. (Count the words and spellcheck before submitting.)
4. Verified member artists may enter up to 2 pieces of art.
5. **Not a VAL Member?**
Become a member on the VAL website: [Pay Membership Fee](#). Complete the two-step process of paying the Membership Fee and submitting the Membership Application Form. *Remember you must also submit the Entry fee for this exhibition.
6. **NO WALK- IN ENTRIES ACCEPTED. NO EXCEPTIONS.**

Image Requirements:

- Include an image of your artwork. **Name the image file using the following format:**
LastName_FirstName_TitleofWork.jpg
- 2D artwork must be photographed without frames, in focus and level. This is your chance to shine, photograph your artwork to its best advantage.
- 3D artwork should be photographed with no background distractions.
- Please limit the size of your images to 1MB or less. The images will be used for the online exhibition on the VAL website and for marketing purposes as needed.

Contact the curator **IN ADVANCE** if you have questions: **EMAIL HERE**

**PRINT AND ATTACH ENTRY TAGS TO THE BACK OF
YOUR ARTWORK BEFORE DROPPING OFF AT INTAKE.**

ENTRY TAG #1
Artist Name _____
Title _____
Medium _____
Size (incl. frame) _____ W x _____ H
Price _____

ENTRY TAG #2
Artist Name _____
Title _____
Medium _____
Size (incl. frame) _____ W x _____ H
Price _____

SOCIAL MEDIA & PROMOTIONS

- Be sure to Like / Follow the Visual Art League of Lewisville on Instagram and Facebook. @visualartleagueoflewisville
- Use the following hashtags when promoting THIS exhibition:
 - #visualartleagueoflewisville
 - **SOCIAL MEDIA CHAIR TO ENTER INFO HERE**