

## **TIPS FOR SUBMITTING WORK TO THE LESLIE POWELL GALLERY FOR CONSIDERATION**

**Contact Person: Nancy P. Anderson, Gallery Director**

1. Include a cover letter, biography, resume, and artist statement pertinent to the work submitted.
2. Only use VERY GOOD slides. Don't use printed photographs or Polaroid's. Some galleries will accept CD's as long as the image is easily opened. The Leslie Powell Gallery prefer slides as the art can be projected the actual size of the original piece.

\*On 3-D work don't try to get a dramatic effect by using heavy shadows, as it is often assumed that there must be something "unfinished" or "wrong" with the work if it is partially camouflaged.

\*Try for the best color you are able to achieve for all work by using color corrected light, or photograph on an overcast day out-doors and then DON'T apologize for perceived imperfections.

\*Always photograph without frame and glass.

\*Don't prop the work up against a background cluttered with visual noise or shadows. Use tape made for the purpose of blocking the superfluous areas on the slide. Clean up the image.

\*When in doubt hire a pro!

3. Submit at least 20 slides, indicating availability and chronological order. If it is a specific group meant to be shown together, indicate which slides are part of the series.
4. Place a red dot on the corner of the slide that will protrude from the projector. Send the slides in a sheet protector or if delivering, a carousel.
5. Send information on the work: size, media or medium, title and date it was completed and availability. List this on a sheet of paper and also label the slides themselves with the title and artist name or use a numbering system corresponding with the slides.
6. Call and introduce yourself. Tell the curator that the slides are coming and follow that up a week or two later with a phone call or letter.
7. Always include a big manila envelope with the proper postage for return of the slides. Sometimes a person will put the proper \$1-2 postage sending the slides, but assume the same weight will return for 37 cents. The slides will not be returned without the proper postage.
8. Always, always, be professional and don't make excuses for anything insufficiently done or out of the ordinary. Instead, correct whatever is out of order and then send the packet.