

Exhibit Promotion Information Requirements

For promotional purposes, we need to maintain the following information about each and every show sponsored by the Guild. This includes shows in the main Gallery, the lobby (or mini-show) area, and the Studio.

- For major shows that are to be advertised or publicized in **quarterly publications**, this information must be provided to the publicity team **four (4) months in advance** of the targeted publication date. This allows for adequate ad/press release preparation time in addition to the magazines' 90 day advance deadline.
- For all other shows, this information must be provided to the publicity team **five (5) weeks in advance** of the targeted publication date. This allows for 2 weeks ad/press release preparation time in addition to the dailies' 3 week advance deadline.

All the information on this information sheet should be approved and finalized before submitting to the Publicity Committee chair, which can be done either via a completed paper copy of this form or (preferably) via email to publicity@guildofcreativeart.com. **Images must be sent separately to guildofcreativeart@verizon.net.**

Date of Exhibit: Start _____ Stop _____

Title of Show: _____

Artist's/Contact's Phone Number: _____

Artist's/Contact's Email Address: _____

% of Studio Rented: _____

Date, Day & Time of Reception: _____

Email 3 high-resolution JPEGs of works that will be included in the show. These will be included in press releases and may also be used in the Guild's monthly Bulletin. High-quality printed photographs will be accepted in lieu of JPEGs, but some distortion or loss of detail may result. By providing a photo, you are granting the Guild permission to use the photo for publicity purposes.

If a solo or small group show, also include the following:

Theme (if any): _____

Medium(s): _____

Artist(s) Name(s): _____

Artist(s) City of Residence (for local newspaper placement): _____

Attach the following to your completed form:

- An artist's statement about the works in the show.
- A short Artist's bio for each major artist (solo and small group shows only). Include any arts association membership that are at the signature level and the artist(s) website.