

Juried Exhibit Promotion Information Requirements

For promotional purposes, we need to maintain the following information about each juried show sponsored by the Guild.

- For advertisement or publication in **quarterly periodicals**, this information must be provided to the publicity team **four (4) months in advance of pre-registration or show opening**, whichever is deemed most appropriate. 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.

Date of Exhibit: Start _____ **Stop** _____

Title of Show: _____

Type of Show: _____ **All Media** _____ **Photography Only** _____ **Other**

Open to Non-Members: Yes No

Registration Fees for Members: _____ **for 1 piece** _____ **for 2 pieces**

Registration Fees for Non-Members: _____ **for 1 piece** _____ **for 2 pieces**

Theme (if any): _____

Show Chair Name: _____

Show Chair Phone No.: _____ **Email:** _____

Name & Affiliation of Judge: _____

Pre-Registration Start Date: _____ **End Date:** _____

Artwork Submission Start Date/Time: _____

Artwork Submission End Date/Time: _____

Date, Day & Times of Rejection Pick-Up: _____

Date, Day & Times of Show Pick-Up: _____

Date, Day & Time of Reception: _____

Attach a description of the show to be used for promotional purposes, along with a **copy of the pre-registration form**, and a **list of prizes and prize amounts to be awarded**. A **list of sponsors and donation amounts** should also be provided as soon as available, with an indication of how donations will be allocated to prize winners.

Note: the Show Winners Promotion form should be supplied to winners immediately after judging is completed. This form need to be turned in by each winner by the first Friday after judging.