



“ sharing the art of our times ”™

## Artist Submission Guidelines

The Center for Contemporary Art, Sacramento (CCAS), founded in 1989, is a member-supported, nonprofit organization dedicated to the advancement and appreciation of new and experimental art by international, national and regional artists.

## Exhibition Opportunities

The Center for Contemporary Art, Sacramento is committed to providing opportunities for artists to exhibit in group and solo exhibitions. The CCAS Exhibition Committee will consider your submission for solo and group exhibitions, as well as for the *Annual Benefit Art Auction*. *The Annual Benefit Art Auction* is a fundraiser and an opportunity to participate in a CCAS exhibition while exposing your art to collectors. If selected for the Auction, artists have the option to receive a percentage of the auction sale price. CCAS starts selecting work in July; the auction is in November.

## Review Process

Submissions are reviewed first by members of the CCAS Exhibition Committee, made up of arts professionals from the region and the Center Manager. All exhibitions approved by the Committee are forwarded to the CCAS Board of Directors for final approval. The process of reviewing proposals is highly competitive. Artists are selected based on the overall quality and innovation evident in the work. Submissions are reviewed every three to six months. It may take up to six months before your submission is reviewed.

## CD-ROM Submission

- CD-ROMs should contain no more than 15 images in JPG format.
- Size each image to be 1024 pixels on the longest side, at 72ppi.
- Images should be less than 2.5 megabytes each.
- Label each file with your last name, the first letter of your first name, and the slide number (e.g., Doe\_J\_01.jpg).
- Enclose an annotated image list in hard copy and as a Microsoft Word file, identifying each work by file name, title, dimensions, medium, completion date, and any other relevant information.

## **DVD Submission**

- Video and audio material submitted on DVD should include excerpts from between 1 - 3 projects, maximum length: 5-mins in total.
- Two full-length projects may also be included, however, they will be considered supplementary and may or may not be reviewed.
- Please enclose a corresponding reel list in hard copy and as a Microsoft Word file identifying each work in order, with titles, running time, completion date, and any other relevant information.
- DVDs should be in NTSC format.

## **All Submissions must also include the following documents**

- Artist Statement (no more than one page, hard copy and Microsoft Word file on disc)
- Artist resume with contact information, including telephone, email address (hard copy and Microsoft Word file on disc)
- A selection of support materials that may include press clippings, postcards, materials from past exhibitions, and website address

## **Response and return of materials**

If you would like a response to your submission you must provide a self-addressed stamped envelope (SASE) with sufficient postage. **Please do not call or e-mail the Center regarding your submission.**

**Submissions that do not follow the stated guidelines will not be reviewed. CCAS cannot accept unsolicited samples of original work or slides for review.**

**All submissions become the property of CCAS. No submission materials will be returned. CCAS reserves the right to destroy submission materials in its sole discretion. CCAS agrees it will not use submission materials for any other purpose.**

Send your materials to:

Exhibition Committee  
Center for Contemporary Art, Sacramento  
1519 19th Street  
Sacramento, CA 95811-5202

Thank you for your interest in the Center for Contemporary Art, Sacramento!  
We look forward to hearing from you.

**1519 19<sup>th</sup> Street**  
**Sacramento, CA 95811-5202**  
**Phone: 916.498.9811**  
**[www.ccasac.org](http://www.ccasac.org)**