

Oklahoma Visual Arts Coalition
Virtual Gallery

SUBMITTING YOUR ARTWORK

Who?

The Virtual Gallery is a service to members of the Oklahoma Visual Arts Coalition.

How does it work?

Members can submit artwork that they wish to represent themselves online, with information about themselves and their pieces. Artists should submit their e-mail address when submitting to the Virtual Gallery. If a viewer is interested in a particular piece, they can contact the artist directly. If contact information is not made available online, the viewer can contact the artist through OVAC. The artist is responsible for making arrangements or guiding the potential buyer. Although OVAC does not take a fee or commission for sales made through the Virtual Gallery, there is a suggested donation of 5% of sales or commission.

SHOW THEM YOUR STUFF:

Who are you?

Members who submit to the Virtual Gallery should include information about themselves in a narrative biography format. Artist biographies must be 75 words or less. It is preferred that biographies be submitted in electronic format, a Word or text document, or directly through e-mail to OVAC with an explanation. Hard copies of biographies are not recommended. Artists may also wish to include other information they believe will give the viewer a more complete picture. Some artists focus on their artistic vision, but it is important that you represent your artwork and professionalism.

How does your artwork look?

Since potential audiences cannot see your art directly, what they see on the website is the art. Because the image they see on the site is the "final product" it is very important to have the best presentation possible. Take care to have the best photography done. You may wish to use a professional photographer or attend an OVAC workshop on photographing your artwork. It is important to avoid any visual distortions, circumstances of bad light or flash hotspots. Please remember that presentation is not only important in promoting your own work but to the general appearance of the Virtual Gallery so please show consideration to fellow artists who exhibit through this site.

HOW TO SUBMIT

General Information

You can submit one to twenty images of your artwork, either in slide format or electronically. Select the pieces that you think best represent your style and medium. Create a list of your pieces which include the title, medium, dimensions and price (optional). This list should be numbered, with the numbers corresponding to either the slide numbers or electronic image file names that you submit for publication on the Virtual Gallery.

Slides

You can submit up to 20 35mm slides. They must be labeled clearly with your name, the title of the piece and a number that corresponds to the list discussed above. Write the label in ink. If there is tape, please ensure that it is affixed firmly.

Digital Images

If you are using a digital camera to capture images, take the photographs at the best resolution possible. Save the images in either jpeg or tiff format (if tiff is available on your camera). If the RAW format is available on your camera, do not use this as it is not transferable. Download the files to your computer and rename the files with a number and the name of the piece. If the title of the piece is too long then use part of the title in the file name. For example, "The Mona Lisa" could be saved as 1monalisa.jpg.

If scanning, ensure that your scanner is clean before use. Crop as close to the images as possible and scan at a resolution between 72dpi and 300dpi. If the image is black and white, scan as grayscale, otherwise scan in RGB mode. Save the scan either as a tiff or jpeg file.

Review all your images for quality and, if necessary, reshoot or rescan your images. If you have image editing software, such as Photoshop or Photo Deluxe, and you think the images require "clean up" then do this before saving to disc. Burn the images to cd formatted to be read by both Microsoft Windows and Macintosh platform.

How and Where to Send your Stuff:

You can send all your image and text files on a cd to:
Oklahoma Visual Arts Coalition
Attn: Virtual Gallery
730 W. Wilshire Blvd, Suite 104
Oklahoma City, OK 73116

Alternately, you can e-mail your submission to ovacgallery@ovac-ok.org. Please include all items needed including bio, image list and digital images. Images must be labeled to correspond with image list. Emails should not exceed 2MB each (this may mean that your submission should come in more than email). Please include your name in your email(s).

If you have any questions or problems concerning submission of pieces call Stephanie R. Winter at 405-879-2400.

Virtual Gallery Agreement

Please read and sign the Virtual Gallery Agreement.