**A R T I S T P R O P O S A L D O C U M E N T A T I O N**

*Within this document is an outline of questions that must be completed in detail in order for us to assess your proposal to exhibit within our space.*

*These will also be used to address your requirements and specifications so that our team can best consider how to showcase and/or develop your work. An understanding of your previous work, along with a current artist’s statement, will allow us to prepare a successful and professional exhibition.*

**When submitting this proposal, please add or edit fields as required.**

**ASYLUM ART GALLERY PROPOSAL**

Solo / Group Exhibition (Please delete as appropriate)

Artist(s) Names:

Email Address:

Telephone Number:

Location:

Website:

**EXHIBIT INFORMATION**

Title of Show:

Proposed date of private view:

Duration:

Flexibility:

Medium:

Number of works:

Brief description of the proposed exhibition (100 words):

Room Specifications:

Equipment Requirements:

Hanging/Installation Method:

Has this work been previously shown? If so, where? Please provide appropriate links and attachments:

**COSTS**

Although the Asylum Art Gallery is a free space for artists to exhibit, If you would like us to oversee Curation and hanging, promotion, painting and cleaning of the space and the opening evening, we charge £200 for labour.

We also recommend the following, though these are all optional:

Refreshments (£50.00): Yes / No

Printing (£25.00): Yes / No

Curation and Promotion (£200): Yes / No

As a team of volunteers, we are understanding of different circumstances and are willing to further discuss these costs and are still willing to offer the space for free to artists who have financial difficulties or to community groups.

**COMMITMENT**

How many days can you commit to the curation and execution of your exhibition?

What can you offer promotionally?

What will you need promotionally?

RJB Digital Archive works closely with Asylum Art Gallery to document all creative practice within Westside Artists’ Quarter. Will you allow the following to be documented and filmed?

Exhibition Process: Yes / No

Exhibition Private View: Yes / No

A Personal Interview: Yes / No

**ARTIST STATEMENT (250 Words):**

Your statement should include your thought process and influences behind your exhibited works – what are you trying to communicate? How do you create your work? What is the background to this exhibition?

Please indicate below if you require assistance to write your artist statement and we can provide this at your convenience.

**ARTIST BIO (100 Words):**

A brief description of your previous work or experience, including any achievements or previous exhibitions. This should include your background as an artist and any professional qualifications or skills.

Please provide this for each exhibiting artist.

**IMAGES**

Please attach up to fifteen images of your work. This can also include links to online portfolios and video platforms.

If your portfolio is in physical form, we are more than happy to arrange a viewing with you in the office. If this is the case, please make a note of this below.

**Director: Hannah Taylor – www.hermasks.co.uk**

**Founder and Curator: Corin Salter**

**RJB Archives: Richard Brown**

[**http://www.theasylumartgallery.com**](http://www.theasylumartgallery.com)

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