



SUBMISSION TO PERMANENT COLLECTION HELPFUL HINTS

Application Closing Dates: May 15 and November 1

Be Complete

- Use the “Submission Requirement Checklist” to make sure you have submitted all the required material.
- If you refer to published reviews about your work etc., include a copy of them as part of your package.
- If the work is large, articulate how will it be stored (whole or in pieces). How will it be **transported**?
- If the work has a special box or crate, include this information in the submission.
- If you are submitting on behalf of an artist, find out as much as you can about the work. Talk to the artist, and then include the information in the application. For example, ask him/her:
 - What is significant about the work?
 - How does it relate to their entire body of work?
 - How does it relate to work by the artist that is already in the Permanent Collection? Ask the Registrar if you do not know what is in the Permanent Collection.
 - Are there any special considerations about the work such as size, and how has the artist strategized dealing with those special considerations?

Be Consistent

- Photograph your work in a consistent and professional manner. For example, use the same neutral background every time. Minimize distractions in the images.
- Consistently label all your digital files in a manner so that it is clear they belong to your package.

Be Clear

- Give as much information about the work in the submission package as possible.
- Clearly indicate if the work is editioned.
- For digital and multimedia work, will it be posted on the Internet or made available through some other type of file sharing service?
- If there is something in the photograph that is not included as part of the purchase, clearly indicate this in the package.
- For multi-media works, list everything that will be included. For example, will multimedia equipment such as a DVD player be included?

Be Critical

- Critically edited work selections make an application package stronger. Ask yourself:
 - Does this selection of work present you in a professional and focused manner?
 - What one work put forward for consideration is of greatest importance to you and why?

- If you already have work in the Permanent Collection, how do the pieces you are putting forward relate to the work already in the Collection? Ask the Registrar if you do not know what you have in the Permanent Collection.
- Submitting less than six works does not negatively affect consideration by the Curatorial Working Group.
- Members of the Curatorial Working Group will review all applications on a computer, and then during the Curatorial Working Group meeting, images will be projected on a large screen. Therefore, it is critical to submit high quality images and not small thumbnails.
- Use detail shots to strategically highlight important aspects of your work.

Be Proactive

- We are here to help! Please don't hesitate to contact the Registrar of the Permanent Collection at the Saskatchewan Arts Board with any questions you might have.
- If you have not received confirmation from the Registrar that your package has been received, contact him/her to double check it has been received.