

OnlineJuriedShows.com

Sample Prospectus Outline

Please fill this out, using it as a guide to help us enter the show information online.

Return it to info@OnlineJuriedShows.com

Entering Your Images

You can enter your images online at www.OnlineJuriedShows.com

Help in photographing your work and properly sizing your images can be found at:

www.OnlineJuriedShows.com/help.aspx

For best results, make sure your image is 1920 pixels @72 dpi on the **longest** side. Images should be in JPEG format, sRGB color space.

If you need help entering your images or are unable to, please contact info@onlinejuriedshows.com or call 949-287-8645.

Eligibility

If there are any requirements to participating, such as 18 years old, or membership dues being current?

Fees

What are the fees for entering the show? Is it a flat fee or a fee per image that is entered? What exactly does the fee cover? Be sure to account for the OnlineJuriedShows.com fee and adjust for Credit Card and PayPal transaction fees. (1.99% + .19 cents per transaction). You can have as many flat fees as you like. i.e. - \$35 for up to 5 Images, \$40 for up to 12 images.

Jurors

Who are the jurors and what are their qualifications? Is there a different juror for entry and awards? OnlineJuriedShows.com needs the full name and their email address to for their log in as well as to send them their juror instruction packet.

Exhibition Details

Tell me about the event. What makes it so exciting, fun and why would an artist want to participate in it? What special events are planned? How successful is the show for artists and how many people usually attend the gala and general show sale? Describe the event using wonderful adjectives. Make artists want to enter the show.

Categories

Does your show have different categories an artist can enter? If so, what are they? You can have as many as you like, but not so much as it confuses the artist. Samples would be “Member”, “Non-Member”, etc.

Sales

What if any commission does the event take on the sales of artwork? Who does the commission benefit? Who handles the transactions? Is there an auction or just straight sales?

Lodging/Transportation

Does your event provide artist housing? Are there group rate discounts at the local motel?

Awards

What are the awards? Cash prizes, items, gift certificates, etc. Generally, some type of award will generate more entries into your show.

Calendar

Timeline of events including

1. Open/close date for submitting their work online
2. Notifications sent out
3. Drop off of artwork or arrival date to the event
4. Any fun things happening during the event
5. Gala reception
6. Closing reception
7. Quickdraw
8. Etc.

Logo

If you have a logo we could use on the website, that would be great.

Notifications

What do you want to tell people once they've completed the entry process? Any special instructions or dates to hold? Or simply just a thank you for entering note.

Disclaimer/Legal

Do you have any legalities you want them to know about? Such as image use or publication of their name? If you need to cover something, cover it here.