

The OGP is pleased to invite members to submit their work to our first Virtual Juried Exhibition. Here is a preview the online Application Form to give you an idea of how it will look. The final online form may be slightly different.

**NOTE: THIS IS ONLY A PREVIEW! DO NOT USE THIS AS YOUR ENTRY FORM !**

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## OGP Virtual Exhibition Entry Application

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### First, the "Admin" stuff ...

Your Name \*

Email \*

Phone Number \*

Number of pieces being submitted \*

Please enter a number from 1 to 3.

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### About you, the artist ...

Each of your items will have its own web page in the Virtual Exhibition web site. The following artist's information will be shown on each of your item's web page.

Your Artist's Statement is required.

Your Artist's Statement \*

(10 to 15 lines maximum please, but we're not really counting)

The text you enter here will show up on each of your item's web pages. Your Artist Statement is about how you approach your art. It's not your Biography. This should be written in first person and contain information about the current direction of your work. Your statement should be a brief piece of writing that compels the viewer to want to view your work and learn more about it. ~~~ Later on in this application form you'll also be asked to provide a separate descriptive statement for each piece.

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Each of your items will have its own web page in the Virtual Exhibition web site. The following OPTIONAL contact information will be shown on each of your item's web page.

These fields are optional. Enter only the data you wish to have displayed. Since you are placing your items for sale, you really should include at least one contact field.

**Which of your Contact Fields do you want displayed? \***

- Your E-Mail
- Your Website
- Instagram
- Facebook
- Twitter

**Email for display [Optional]**

ottguildadm1@gmail.com

**Your Website for display [Optional]**

https://

Hint: If you don't know the account name of your social sites, try this:

Sign into your social site in another browser tab / window. You might see the full social site's address, including your account name.

If you don't see your account name yet, you may have to click on your name/picture on that social site page (for Instagram it is somewhere in upper right area; for Facebook it's in the upper left area).

You can also try to search for the social site and your name (e.g. Google Instagram Jane Smith) and select your entry.

You can copy that site's full Web Address from the address field at the top of that web page.

**Your Instagram [Optional]**

https://

https://www.instagram.com/your-instagram-account-name

**Your Facebook [Optional]**

https://

https://www.facebook.com/your\_facebook\_account\_name

**Your Twitter [Optional]**

https://

https://twitter.com/your\_twitter\_account\_name

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- 

### Item Submission

You may submit up to three items. Each item requires a Title, a Description of the item, a Material / Method description, a Weight / Dimension entry and a sale price (tax included).

One to three photos of each item are also required. Your images will be used for initial application vetting by the Committee.

If any mandatory information for an item is missing that item may be REJECTED by the committee.

If any of your items are selected for the exhibition by the committee, a professional photographer will take a photo set to be used in the web-based virtual exhibition judging and displays.

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## ITEM 1

### Item 1 Title \*

The Title of your work

### Item 1 Description \*

Please describe your piece for the audience and juror. e.g. "This work was inspired by the colours of fall leaves in Algonquin park." or "Represents the head of a great gorilla. Resistant to the weather." or "This is one of a series of vessels exploring mythology. The vessel gathers light from stars and carries it to the moon in August, the brightest full moon of the year."

your "sales pitch" goes here ...

### Item 1 Material / Method Notes \*

examples: "Stoneware, reduction with beach sand glaze", "Earthenware, scraffito design in slip and clear glaze", "Cone 6 Stoneware, oxidation fired mask."

### Item 1 Weight / Dimensions \*

Here is where you would enter information about the size and weight of this piece. Keep in mind that your prospective buyer will be looking at a web page and can't physically hold or see your piece. This is important information for them when making their purchase decision. [Height x Width x Depth & Weight ... including units e.g. cm., in.]

### Item 1 Sale Price (Tax Included) \*

Up to three photos of each item are required. If submitting more than one photo, they should be taken at differing perspective views.

Ideally your images should be:

- .jpg or .png formats only.
- Good quality images of your work and well lit
- Be against an unbroken backdrop
- not show any potter's mark

To upload your images, either:

- 1) "Drag & Drop" them from your desktop folder to the "drop files here" window on the application form, or
- 2) click on "SELECT FILES" button below to bring up a window on your computer where you can choose the files that you want to submit. Select your file(s) and then click the "Open" button to start the upload. Do this until you have selected up to three files.

Once your images are successfully uploaded, their FILENAMES WILL SHOW UP UNDER THE BOX, along with a tiny garbage can icon in front of the filename. You can click on the garbage can to delete that file if you uploaded it by mistake. (Some browsers may show a red X instead of a garbage can)

### Item 1 Images (at least 1 required - maximum of 3) \*

Click on "SELECT FILES" button to bring up a window where you can choose files from your computer to upload.

Drop files here or

Select files

**The Fine Print**

Please indicate your agreement to each of the following points by clicking on each of the items listed:

**I am a fully paid-up current member of the Ottawa Guild of Potters \***

I Agree.

**I have updated my "Profile Photo" (190x190 px), "Cover Photo" (1000x370 px) and "Tell us a bit about yourself ..." fields on my account's profile on the Guild's website. (these will be used to build the Virtual Exhibit's "Participating Artists" web page ) [You'll find "My Profile" as 1st item in "Member's Area" ... click the gear icon to update.]\***

I Agree.

**All of the works I am submitting have been completed within the last 24 months and have not been previously exhibited at an OGP Exhibition. \***

I agree.

**A wide range of ceramic work is eligible for submission, including functional and sculptural pieces. Submitted works must be mainly composed of fired clay; must not require unusual care, and may be hung on a wall, placed on a tabletop, plinth, or on the floor. \***

I agree.

**I will deliver my pieces on Saturday November 21st at a time prearranged between the Guild and me. We will be setting a time window for delivery to ensure we follow COVID 19 recommendations and regulations. \***

I Agree.

**I will make a payment of \$30 if I am submitting one piece, \$35 if two pieces and \$40 if three pieces. I will E-transfer payment to "treasurer@ottawaguildofpotters.ca" by end-of-day November 21st. I understand that if my payment is late, my application may be rejected. \***

I Agree.

**• All submissions will be picked up on November 24th at a time slot prearranged between the Guild and me \***

I Agree.

**If any of my items are sold, I will make my own delivery and payment arrangements with the buyer. The Guild will not be involved in the transaction. \***

I Agree.

**Functional work is subject to the standards as outlined by the OGP Standards Committee rules. \***

I Agree.

**I understand the Ottawa Guild of Potters does not assume any liability for loss or damage to work. Insurance is the artist's responsibility \***

I Agree.

**I accept that the selection made by the juror shall be final. \***

I Agree.

**I understand that my submitted photos might not be used on the web based Virtual Exhibition since the OGP is planning to arrange for a professional photographer to take the final photos. \***

I Agree.

**I hereby grant permission to the OGP to display/ store the images on the OGP website and grant permission for the OGP and award sponsors to use photographs of Exhibition works for promotional purposes. \***

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I Agree.

**The OGP Webmaster will do the Virtual Exhibition layout, design, web storage and linkage of your submitted photos and text. The design will be consistent across all member pages. \***

I Agree.

**In Closing ....**

**Do you have any comments or questions to pass along to the Exhibitions Committee?**