

## **APPLICATION PREPARATION CHECKLIST 2024**

### **Phase-one**

**Prepare the following information before beginning your online application and questionnaire.**

**Contact Information**

Including phone number, email, website, and any applicable social media accounts.

**Artist Biography**

Compile your written answers in a separate document. Your biography should briefly describe your background and experience in approximately 250 words.

**Artist Statement**

Your artist statement should describe concepts, materials, techniques, and influences pertaining to your work. Write about what makes your work unique. Approximately 250 words.

**Artist Curriculum Vitae (CV) / Resume**

This is optional in phase-one. A CV is an overview of artistic history and achievements. This may include education, workshops, exhibitions, collections, awards, grants, and residencies. Edit down to a maximum of 2 pages listing your most recent and relevant experience.

**Photography**

- 1 image per submitted piece. A minimum of 5 and a maximum of 10 images can be submitted in Phase-one.
- Make sure the file type is a JPEG and no larger than 5 MB per image.

- Photographs must show work professionally displayed, well lit, be high resolution, in-focus with a clear colour representation.
- Photograph your work on a white or neutral background that clearly shows your work. Busy or messy backgrounds may detract from your work.

**Label your media**

Please take the time to ensure your media files are numbered and labelled by image number, Last name and first name.

they should read:

01-Lastname-Firstname.jpeg

02-Lastname-Fristname.jpeg