

ARTIST GROUP PROPOSAL REVIEW PROCEDURES

The Elverhøj Museum of History and Art encourages exhibition proposal submissions from artist groups. The following guidelines are intended to help us expedite review of group submissions. Proposals for group exhibitions will be accepted from one individual representing the group and must include both written and visual components.

Written Material

Include a cover letter which includes all the following information:

- Name, address, phone, email information for group representative
- Name of group or organization (if applicable) with list of participating artists
- Explanation of theme or concept intended for the proposed group exhibition
- Description of how the work of the group is seen to come together to achieve the stated intention
- Detailed overview of work proposed for the exhibition
- A group statement listing previous exhibitions. Please include any additional information such as press reviews, articles, etc.

If the proposal requires installation or special instructions (i.e. attachment to wall, pedestal display, ceiling mount, etc.), please also include a statement outlining your spatial and material needs.

Visual Material

The most important part of your submission will be the visual documentation of art work. Please include a representative selection of art that includes at least one image from each artist. Photographs or a CD or digital files sent via email will be accepted. Each photograph must be labeled with the artist's name as well as the title, date, media, and dimensions of the work. Email submissions should be low resolution images for initial review with attached word files. One CD, labeled with the name of the group or its representative, may be submitted. Include a separate list with the artist's name, title, date, media, and dimensions of each piece in the order that it is presented on the CD. We recognize the limitations of photo reproduction, especially with regards to three dimensional work. Do not send original work unless requested.

Proposal Submission

Submit your proposal using one of the three methods below:

1. Mail your materials to Elverhøj Museum of History and Art, P.O. Box 769, Solvang, CA 93464
2. E-mail to *esther@elverhoj.org*
3. By prior arrangement only, deliver your proposal to the Elverhøj Museum at 1624 Elverhoy Way in Solvang, California

Unfortunately, we do not have space to retain all artist submissions, so unless we request to keep your materials on file, you must arrange for their return. If you would like materials returned by mail, please include a self-addressed, stamped envelope or other packaging with sufficient return postage.

Proposal Review

Each proposal is carefully reviewed by the Art Committee. Meetings are usually held on a quarterly basis, so a response may take up to 12 weeks. If the Museum decides to proceed, the group representative will be notified and further exhibition details will be discussed at that time. Oftentimes we will find a proposal very interesting, but will have no immediate space on our exhibition schedule. With the group's permission, we then keep the proposal on file in the event of a vacancy. If you require additional information or assistance, please do not hesitate to contact Executive Director Esther Jacobsen Bates at (805) 686-1211 or email *esther@elverhoj.org*. We appreciate and value the efforts of the group and look forward to receiving your proposal. Thank you for your interest in the Elverhøj Museum of History and Art.