

ARTIST EXHIBITION PROPOSAL REVIEW PROCEDURES

The Elverhøj Museum of History and Art encourages exhibition proposal submissions from individual artists and artist groups. The following guidelines are intended to help us expedite the review of these submissions by insuring that each proposal is as complete as possible. Proposals for exhibitions at the Elverhøj must include both written and visual components.

Written Material

Include a cover letter with the following information:

- Contact information (name, address, phone, email)
- Overview of work proposed
- Description of the intent for the proposed exhibition
- Current resume listing solo and group exhibitions, education, teaching or professional experience, commissions, and bibliography should be attached.
- Artist statement. 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 your work. Please include a representative selection of the work you wish to exhibit (15 to 20 images is standard). 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 artist's name, may be submitted. Include a separate list with the 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 3-D work. If the Art Committee feels that a studio visit is necessary, we will try to arrange a mutually agreeable time. 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, you will be contacted 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 artist'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 your efforts as an artist, and look forward to receiving your proposal. Thank you for your interest in the Elverhøj Museum of History and Art.