

**Who can submit a proposal?**

- CCAIE students (or teachers) with active enrollment (or teaching) during the past year.
- Groups must contain at least 3 artists, with no more than 8.
- Groups must be prepared to show between 9 and 30 pieces total.
- Artists are responsible for finding group members—CCAIE cannot arrange a group for you at this time.
- All work must be able to hang (CCAIE does not have pedestals), but there are no other restrictions on materials.

**What is the timeline for submitting and showing?**

- **Term:** We accept proposals for fall, winter and summer terms.
- **Deadline:** We accept proposals on a rolling basis, but plan shows 6 months or more in advance.
  - For fall shows: submit your proposal by April 15th.
  - For winter shows, submit your proposal by August 1st.
  - For summer shows, submit your proposal by February 15th.
- **Notification:** You will be notified if your group show has been selected via email.
- **Show Dates:** All exhibitions are on display for 2-3 months. Full submissions, drop-off and installation dates will be specified after notification of selection.

**What should the proposal include?**

- An exhibition description (50-100 words) that captures the idea of the show. Be sure to describe what ties your group's work together, and how many pieces do you intend to display.
- A primary point-of-contact for your show.
- Names and email addresses for all participating artists.
- Images of the work you intend to display (one piece per artist must be included in the proposal).

**How do I submit?**

- Please submit all materials [via this JotForm](#).
- All images must be saved and uploaded with the following format: **Artist Name - Title.jpeg**.
- If you have any questions, please contact Jessica Covert at [jessica.covert@ccaie.org](mailto:jessica.covert@ccaie.org) with the subject line: **Small Group Show Proposal**.

**Who reviews the submissions?**

All submissions are reviewed by Jessica Covert, Program Associate, and Ashley Nikolyszyn, Director of Programs and Program Manager for Visual Arts.

**What happens if my group show is accepted?**

- We will notify your point-of-contact if your show is accepted for the upcoming term.
- We will send you a list of dates, including:
  - Dates to submit images and information (including titles, size, materials, and price) of **all** artwork.
  - Drop-off dates for all artwork.
  - Opening Reception and Exhibit dates.

**Other information:**

- If accepted, one piece would be selected for use in marketing materials with credit to the artist, including publication in our printed catalogs.
- If you choose to have your art for sale, there is a 70/30 split, the artist retains 70% of the sale price and CCAIE retains 30%
- If your proposal is accepted, you have the option of also holding an Artist's talk, or other similar event.