

Exhibition Proposals are reviewed annually in early April by the Woodstock Byrdcliffe Guild's Exhibition Committee. The curator may be an exhibition committee member or an outside guest curator. We accept curatorial submissions, reviewed by the committee, for complete shows. We do not review the work of individual artists.

Curators of proposed exhibitions must complete the **Exhibition Proposal Form** (page 2 and 3) and submit it with a resume/cv, and 10-15 images related to the proposed exhibition, to the address on the form.

- Exhibition proposals can include artists that are regional, national, or international and diversity is encouraged; this includes gender/gender identity, racial identity, ageism, and artistic mediums.
- It is recommended that artists not be included in exhibitions over consecutive years or consecutive exhibitions to offer opportunities to a broader range of artists.
- Proposed dates of exhibition should be at least a year in advance to allow artists/curators time to develop project and prepare accordingly.
- If an exhibition proposal is accepted, curators should periodically submit brief updates to confirm exhibitions are proceeding smoothly.
- For proposals approved by the Exhibition Committee, selection of final works for exhibition to be made by the curator, but must be in alignment with approved proposal.

### **EXHIBITION VENUE: Specifications and restrictions**

#### **The Kleinert/James Center for the Arts | 36 Tinker Street, Woodstock**

The Kleinert/James Center for the Arts hosts an average of 7 exhibitions per year, including a members' show, artists-in-residence show, and the annual 5 by 7 show. The K/J comprises approximately 130 linear feet, which includes a stage elevated 3 stairs above the main gallery area. Exhibitions in the K/J are subject to the following size restrictions:

- Any free-standing three-dimensional artwork must weigh less than 30 pounds and have a diameter of no more than 4 feet at its widest point.
- Any free-standing three-dimensional artwork must be easily moved by one person of average strength with no risk to the artwork itself, to other artworks, or to walls, floors, furnishings, or other possessions of the K/J.
- No single exhibition can include more than 6 free-standing three-dimensional artworks.  
*This does not apply to artworks that extend no more than one foot from the wall, in which case the quantity is unlimited within the parameters of the gallery space.*
- Exceptions to the above will be considered by the Exhibition Committee; include such requests in your proposal.

For additional information or questions, contact Exhibitions Director, Ursula Morgan:

[ursula@woodstockguild.org](mailto:ursula@woodstockguild.org)

## Exhibition Proposal Form

In addition to this form, please include with your proposal:

- your resume or cv
- 10-15 images related to the proposed exhibition (these can be submitted via email as low-resolution files, or as a link to a file sharing site)

Please note, proposals will not be reviewed without a completed preliminary budget (page 3.)

Submit your completed proposal with all attachments to Exhibitions Director, Ursula Morgan at [ursula@woodstockguild.org](mailto:ursula@woodstockguild.org). If mailing your proposal, send it to Woodstock Byrdcliffe Guild, attn. Exhibitions Director, 34 Tinker Street, Woodstock, NY 12498.

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Full name: \_\_\_\_\_

Email address: \_\_\_\_\_ phone number: \_\_\_\_\_

Working title of exhibition: \_\_\_\_\_

Curator(s) (if different from above) \_\_\_\_\_

If a group show, list names of artists you plan to invite if proposal is accepted:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed location (check one):

Kleinert/James Center for the Arts, 36 Tinker Street, Woodstock, NY

White Pines Grounds, 454 Upper Byrdcliffe Road, Woodstock, NY

Other (specify) \_\_\_\_\_

Proposed year, requested season \_\_\_\_\_

*Exhibitions are every 6-8 weeks at the K/J; June - October for outdoor sculpture exhibitions at White Pines*

**Exhibition concept:** (250 words, attach additional sheet if necessary)

**Does the curator and/or artist(s) plan to give a talk(s) on the day of the opening?  
What other programming might correspond with the proposed exhibition?**

**Preliminary budget.**

The Woodstock Byrdcliffe Guild (WBG) covers nominal exhibition expenses such as printing of posters, gallery handouts, an opening reception, staff time for exhibition management, installation, and marketing. WBG’s fine arts insurance covers all works while in transit and on view in its exhibition spaces.

Proposals must demonstrate funding for all other expenses to be reviewed.

	<b>Item cost</b>	<b>Funded by (sponsor, grant, self, other)</b>
Art transport, including packing, round-trip:		
Artist fees:		
Framing/matting:		
Specialized installation needs:		
Catalogue or brochure <i>Costs to be considered: design, editing, photo permissions, printing, shipping</i>		
Other:		
<b>Total budget:</b>		

**Technological equipment required (monitors, projectors, headsets, etc.):**

**Special installation needs, if any:**