



UNSOLICITED ARTIST'S PROPOSALS

Artists can expect to receive notice regarding their work within up to one year of receipt of your portfolio. Gallery staff makes every effort to respond in a timely fashion; however, please consider that general review submissions are used to schedule future exhibition calendars.

To Apply

- Complete a CD or DVD following the guidelines below.
- Include a self addressed stamped envelope (for return of your CD/ DVD if applicable).

Minimum CD/ DVD Guidelines

- Current Resume or CV with full contact information.
- 15 samples of work from the past 2 years.
- A document indicating the title, media, dimensions and year of each piece represented.
- **All written documents must be in PDF format on your CD. Additionally, all documents must be stored in a folder labeled with your full name and year on the CD (ex. John Doe 2013).**

Examples of video/film, sound, installation, or other alternative media, which are difficult to document in Jpg. format, may be submitted on your CD or DVD in sound or movie file.

A proposal that details the components of the work is helpful—please include: specifications such as a materials list, installation plans or diagrams, and sketches of the proposed work.

Additionally, photographs, videos, catalogs and press coverage of previously exhibited works are encouraged. Artists are encouraged to send as much information as possible in an electronic format.

Mailing Instructions

Send all materials in one envelope to:

**Portal Gallery
314 Central Avenue
Great Falls, MT 59401**

Do not email proposal materials.

Should you have any questions, please email gjdavison@hotmail.com