Artist Submission Criteria - Frequently Asked Questions

What type of art can be shown at the Calmer House Gallery?

The Calmer House Gallery (CHG) provides a venue for emerging members of the photographic arts community; therefore we limit all official CHG shows to photographic works.

Can art other than photography be shown at the gallery?

On rare occasions the gallery has been made available for displaying paintings, glassware and other types of art: however, these showings will not be official Calmer House Gallery events, as the mission of the gallery is to show fine art photography.   Private showings for other types of art can be discussed by contacting the gallery director.

How do I contact the Gallery Director?

You can submit questions to GalleryDirector@calmerhousegallery.com.

I would like to have a gallery show of my photography.   What do I have to do first?

First you will need to submit an example of your work to the gallery director. This is best accomplished by creating a CD or DVD that contains from 30-100 of your best photos. All photos should be stored as JPG files and in a format that is large enough to provide a good review. Minimum photo size should be 1024 pixels wide at 72dpi; however, larger file sizes are preferred.
On the outside of the CD or DVD, write your name, phone number, email address and date.

What type of photography is acceptable?

The gallery accepts a wide range of photographic formats, techniques and themes for film and digital works. Landscape, macro, black and white, portrait, panoramic and tribute shows have been presented at the gallery. Please submit only photos that you feel have true potential. Keep in mind that most shows have a common theme; therefore you may want to submit photos that fall into a common theme (macro, Chicago skyline, winter landscapes, old barns, decaying automobiles are all examples).
Because the gallery is situated in a residence, the gallery directory requests that all submitted photography be suitable for viewing by all age groups.

How do I know if my photos have been accepted for a showing at the gallery?

The gallery director will review your submitted photos. If they meet the required standards, the gallery director will present your photos to the board of directors for review. The board of directors will select those photos that will be acceptable for a show. If the number of chosen photos is 12 or more, you have a sufficient quantity for a showing. The gallery director will contact you to discuss the board of directors' review.

How many photos can I display in the gallery?

The gallery has two rooms for displaying photos. The main gallery room can hold from 12-15 photos. The smaller green room can hold an additional 6 photos. Several artists bring enough photos to fill up the main gallery room, while other artists fill up both rooms with 18+ photos.

What size prints are required?

The minimum allowable size is 8 x 10; however, please note that the gallery rooms are rather large and have 12-foot ceilings. An 8 x 10 photo can appear smaller than expected. Larger size photos are recommended (11 x 14, 16 x 20 or even larger).

Are there any framing recommendations?

The gallery recommends that all photos be matted and framed behind glass. The cut mat border should be a minimum of 2 inches or larger. A wire hanger is recommended. Other framing methods should be reviewed with the gallery director for approval.

Framing 12 or 18 photos is expensive. How can I keep my costs down?

The board of directors appreciates this fact, as we have framed 100s of our photos over the years. Good frames can be picked up at Michael's Crafts and Hobbies or Hobby Lobby. Typically wood or metal glass frames go on sale for 40-50% off of list. It is a good idea to stock up during the sales.
Photos can be printed using your photographic printer or sent to any of a 1000 different photo printing services. Shutterfly.com provides excellent results at a good price.
Another great investment is a good mat cutter. The Logan 450 is ideal for cutting full size sheets of mat board.
Look at your photo framing exercise as a practical investment, as your finished framed artwork makes for great gifts for future holidays and birthdays.

How long do the shows run?

Your photos remain on exhibit for approximately one month. The artist's reception is scheduled during the artist's month long showing. Normal gallery hours are from 3-6 pm Saturday and Sunday.

What are the steps that lead up to a gallery showing?

There are several activities that take place leading up to your showing, during the show and after the show. A chronological breakdown is shown below.

1) At least **two months before the artist's month long show**
   a. The gallery board of directors approves submitted photos.
   b. The gallery director contacts the artist and will provide a list of the approved photos.
   c. The gallery director works with the artist to determine a theme and choose a date for the artist's showing (Friday evening or Sunday from 3-6 pm).

2) **One month before the show**
   a. The gallery director will work with the artist to provide a name for the show.
   b. The gallery publicist / creative director will interview the artist for press releases. The press release will be submitted to the *Joliet Herald News.* The publicist can work with the artist to submit the press release to other outlets.
   c. The artist will submit email addresses of friends and family members to the publicist.

3) **Two weeks before the show**
   a. The artist will deliver all framed artwork to the gallery (at least 3 days before the first day of the month that the artist's work will be on display.
   b. The board of directors will hang the artist's work.
   c. The publicist will send out the press release (at least 1 week before the artist's reception).
   d. Email invitations will be sent out to the Calmer House Gallery email list, along with the artist's friends and family.
   e. The artist will be contacted by the gallery's event coordinator about setting up refreshments. While the artist will supply all refreshments, the gallery can provide disposable cups, plates and napkins, on request. Any questions the artist may have about setting up or serving refreshments can be addressed at this time.

4) **Day of the artist's reception**
   a. The artist arrives 15 minutes before the reception and sets up refreshments in the kitchen.
   b. The artist prepares a price list for each item of art that is for sale.

5) **Within 10 days after the last day of the month (closing date for artist)**
   a. The artist makes arrangements with the gallery to pick up the artwork.

How much should I charge for my photos?

This is entirely up to the artist. Remember that you are selling artwork; therefore the total value should be more than what it costs you to print and frame the photo. $75 - $150 is a good starting point for a framed 11x14 photo. The gallery requires that 20% of the proceeds for items sold during the show be donated to Calmer House Gallery.

Who typically attends the artist's reception?

Generally speaking, the artist's friends and family make up the largest group of patrons who attend the receptions. You can expect that a few additional people will attend from seeing the press releases and receiving the email invitations.

Gallery Contacts

President	Gary Millard	gary.millard@calmerhousegallery.com
Vice President	Tom Roach	tom.roach@calmerhousegallery.com
Gallery Director	Paul Shukin	paul.shukin@calmerhousegallery.com
		gallerydirector@calmerhousegallery.com
Publicist	Kathie Gans	kathie.gans@calmerhousegallery.com
Event Coordinator	Sue Roach	sue.roach@calmerhousegallery.com
Creative Director (web content)	Cyndi Moloney	cyndi.moloney@calmerhousegallery.com

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