



## **GVAA Virtual Show Submissions Guidelines**

To facilitate adding your work to the GVAA virtual website shows please follow the guidelines below. If you do not follow the guidelines, your submissions may be rejected. If you need assistance, contact Paula Gregoire-Jones at [pgregoire-jones@verizon.net](mailto:pgregoire-jones@verizon.net).

If you are applying for membership to GVAA, please submit jpegs of your artwork to Jan Smith, Director, Membership at [jansmith.sb@gmail.com](mailto:jansmith.sb@gmail.com).

**Please note: having the correct format for the title and captions are the most important points.**

**Submit 2 images – along with \$10 submission fee.**

Fee can be submitted by check to **GVAA, P.O. Box 435, Goleta, CA 93116** or by using our PayPal link at <https://www.thegoletavalleyartassociation.org/events.html>.

**Make sure the photo you take is in focus** (I usually take a minimum of 3 photos and select the best)

**Size** – Newer cameras and cell phones take photos with very large file sizes. For the virtual show, a file size range of 200KB to 1MB and a minimum resolution of 700 to 1000 on each side is good. If needed, reduce the file size and/or resolution to be in these ranges. If you don't know how, I can make these changes. (On iPhones, select the medium size option)"

**Please crop your photos to exclude the frame** Take the photo so it is straight and not skewed, (i.e. top larger than bottom).

If you are unable to crop let me know, but if your photo is not taken straight, it will have to be cropped to remove the frame.

**Name your image using the format below:**

“your name”-“title of work”.jpg

**Example: PaulaGregoireJones-MayFlowers.jpg**

If taking the photos with your phone, most phones will give you an option to change the name of the photo. Open your photo gallery on your phone, select the photo and find a “rename” option. May be under Edit.

Another option is to upload the photos to your computer or email them to yourself, then access your email on your computer where you can download and rename your photos before submitting them.

### **Caption information**

Include this information for each work submitted in the following format-***all on one line*** as below: This will be used for the caption on your work on the website. *You may modify the caption as appropriate to describe your work.*

**Your name, “title of work”, media, dimensions, Framed or unframed, price**

**Example: Paula Gregoire-Jones, “May Flowers”, glass mosaic, 13”x15”, framed”, \$300**

**Attach your photos to the email. Do not insert the photos into the body of the email which will cause your work to be rejected.** If you are unable to name the photo as noted above, include the **name of each photo** in the message in addition to the caption information.

If sending more than one photo per email, make sure there is a way of telling which photo goes with which caption if it isn’t obvious, (maybe a couple words describing the photo above the title).

Following these guidelines will help greatly in setting up your photos on the website.

Thank you.