

October 2011

Guidelines for Portfolio Gallery Submissions on the new ALRI Web Site

The Art League of Rhode Island announces a full redesign of the Art League's web site. One of the exciting new features of this redesign is the introduction of dedicated gallery pages for all ALRI Artist Members. We invite everyone to submit images, mug shot and artist statement for the new web site. To make this process considerably easier, we present a few guidelines.

The basic size and format instructions may be found at: https://www.callforentry.org/image_prep.phtml

- 1.) File sizes should be 900 pixels maximum in height or width. Resolution can remain low, not print quality, as it will be used for the web. Please submit your images in .JPG format. Clearly name file name with no spaces. Example: "Title_Of_Work_Your_Name.JPG".
Submit your images with specific title format in order to keep track of whose work is whose. This means re-titling an image each time with your name and the title of piece.
- 2.) Please do NOT send pieces with default labels from the camera or computer such as "img_000365784".
- 3.) Crop or eliminate any frames, background or borders of two-dimensional works. If the work is sculptural, try to find or take pictures in which the background is simple and uncluttered.
- 4.) Be aware that there may be some basic modification of submitted images in order to facilitate their use on the web.
- 5.) Gallery pages will only be available to all Artist Members who are up to date on yearly dues, so we ask to please make sure that you are current. If you have questions about your dues please contact: office@artleagueri.org
- 6.) Send all work via email to Krzysztof Matthews: kolschey@gmail.com.
In the Subject line, please title your email "Images for Web Site".
- 7.) Artist members may submit nine (9) images, together with a brief Artists Statement, no longer than five hundred (500) characters, as well as a URL for a personal web site, if one is available. All written text for artist statement should be in a working text document and labeled with your full name.

Alternative option:

If email is not preferred, a mailed CD can be sent with .JPG images and artist statement. *For those sending a disk, if you are using MAC, format for PC. When offered the choice of format to burn, make disc compatible with PC machines.*

Please send CDs to:

Krzysztof Mathews
158 Sand Pond Road
Warwick, RI 02888

Please direct any questions or concerns to Krzysztof Matthews at: kolschey@gmail.com or call 401-461-2821.

We look forward to seeing all your work in our new gallery portfolio pages!