

**Federation of Canadian Artists
Calgary Chapter**

Digital Jury Guidelines

Starting in 2010 all Calgary Chapter shows will be juried by digital image submission ONLY. Original paintings and slides will not be permitted. The shows will either be juried in Vancouver or by signature members selected by the jury committee. As such, the Calgary Chapter will closely follow digital submission rules and guidelines established by Vancouver.

Please read, understand and follow these guidelines carefully. Failure to do so may result in your submission being rejected and not being submitted for jury. It is the responsibility of every member to make provisions to digitally photograph their paintings and submit the images by email to the appropriate jury coordinator. You must also ensure that the images, jury form and payment are received by the jury coordinator by the deadline provided.

Jury submission will now consist of 2 parts: A) emailing of images to the jury coordinator, B) mailing of jury form and payment to the jury coordinator.

A) Emailing Images

Image Specifications

1. Must be a true copy of the original art work in values, intensity and colour.
2. File format must be JPEG (.jpg) only. Non-JPG files will NOT be accepted.
3. Name the file as follows: last name, first name, title of work, size, and medium. Use commas only, do not include any spaces or special characters (ie: dashes, slashes, etc)
 - a. **Example - Doe,Jane,FreshFlowers,10x20,Acrylic.jpg**
4. Minimum 24-bit true colour or 8-bit gray scale for black & white images.
5. Image resolution must be at least 4" x 5" (1200 pixels x 1500 pixels) at 300 ppi. This high resolution is required for publishing work in *Art Avenue* magazine.
6. Recommended maximum image size is 2000 pixels on the largest dimension (either height or width).
7. Images must be cropped so that only the picture is visible. Use a photo or image editing program to remove unwanted parts.

Note: Poor quality images will be returned without being considered by the jury. Poor quality includes anything other than the art showing in the digital image. i.e. no frames, mats, easels, steps, etc. showing; images that are not square, over or underexposed, or with excessive glare from sun or flash.

Submitting the File

****IF YOU ARE ENTERING MORE THAN ONE PIECE, PLEASE SEND EACH IMAGE IN A SEPARATE E-MAIL. ****

1. Attach the file to an email addressed to the jury coordinator (you will be informed before the show who to submit the images and paperwork to)
2. Verify that the file has actually been attached and is readable before sending the file. Once the graphics file is attached to the email, if you double click on the file name it should appear in whatever graphics viewer plug-in that your browser is using. If you can see it, it is attached and readable and ready to send. Close the graphics viewer.
3. In the "Subject" line of the email specify that this is an FCA email and put the title of the show you are entering. **Example: FCA – Jane Doe, May 2010 Absolutely Art Show – 1 of 3 emails**
4. The jury coordinator will send a return email confirming the receipt of your images.

B) Submitting Jury Forms and Payments

1. Submit your jury form and payment to the jury coordinator (you will be informed before the show who to submit the images and paperwork to). This MUST be received before the deadline or your images will not be submitted for jury.

Notification of Jury Results.

When the jury results have been finalized, the jury coordinator will email a list of all accepted paintings to all participating artists. It will specify whether the painting was selected as a Qualifying (Juror's Choice) or a NON Qualifying (Chapter Choice). Declined paintings will NOT be included on this list.