



Moses Lake Museum & Art Center

# Gallery Application

## Artist Contact Information:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Facebook: \_\_\_\_\_

Other (Instagram): \_\_\_\_\_

Please mail completed applications to:  
Moses Lake Museum & Art Center  
c/o Erika Kovalenko, Artistic Coordinator  
PO Box 1579  
Moses Lake, WA 98837

or by email to [ekovalenko@cityofml.com](mailto:ekovalenko@cityofml.com) (please use [yousendit.com](http://yousendit.com) for oversized files)

Our Facility features two gallery spaces: a **Main Gallery** that features over 200 linear feet of wall suited for large-scale works/exhibitions and a **Community Gallery**, which is a 12x12 feet space more suited for intimate exhibitions with fewer works. The Moses Lake Museum & Art Center accepts shipment of work and arranges shipment of works following the close of an exhibition. All shipping costs are at the artists expense.

Please see our guides *From Studio to Gallery* and *Museum Gallery Diagram* for preparing your gallery application, available for download at:

[www.moseslakemuseum.com](http://www.moseslakemuseum.com)

-click on *Artist Opportunities*

These guides provide tips and suggestions for creating a strong proposal that fits with the mission and standards of our organization, familiarizing yourself with our gallery spaces, using our gallery track system – plus getting to know our organization and community.

<b>Please indicate which Gallery Space you would like to apply for:</b>	
<b>Main Gallery</b> _____	<b>Community Gallery</b> _____

Create a title for your exhibition and write a brief description. The title should be short, memorable, and illuminating. The description does not need to be scholarly, but it should reflect your intent and the character of your proposed exhibition.

Title:

Exhibition Description:

Your proposal should describe your gallery show from concept to installation in simple straightforward language. Include an overview of the concept behind the show, the number of works, a description of the works to be included, and the specifics of installation (attach additional pages/files as needed).

## Exhibit Proposal:

Number of pieces available for exhibition: \_\_\_\_\_

Attach 10-20 high resolution (JPEG) images to application. Images should be accompanied with a list that includes: title, artist, media, size, and price. Label image files with titles that match your image list.

Number of high resolution images attached to application (min. 10): \_\_\_\_\_

### Application Checklist:

- Artist Contact Information
- Main Gallery or Community Gallery Selected
- Photos of works (.jpeg files)
- List of images/artworks
- Show Title
- Exhibition Description
- Exhibition Proposal
- Number of pieces available for exhibition

### For Office Use

Date Received: \_\_\_\_\_

Complete: Yes \_\_\_\_\_ No \_\_\_\_\_

Accepted: Yes \_\_\_\_\_ No \_\_\_\_\_

Artist Notified Date: \_\_\_\_\_

Notes: