

CALL FOR PROPOSALS – EXHIBITION PROJECTS 2020-2021 PROGRAMMING

Due date: **May 1st 2019**

The Centre d'exposition Lethbridge

Inaugurated in 2013, the Centre d'exposition Lethbridge is located in the heart of the Bibliothèque du Boisé, in Montreal's Saint-Laurent neighbourhood. The exhibition center's mission is to facilitate access to works by professional artists – emerging, in mid-career or established – in order to foster artistic knowledge among its varied and diverse audiences as well as democratize the arts through educational activities.

The Centre d'exposition Lethbridge accepts submissions from artists, collectives or independent curators working in any artistic medium. The center presents five exhibitions per year and organizes two cultural mediation activities per exhibition. The installation period takes place from Monday to Wednesday. Exhibitions open on Thursday, but the opening reception takes place on Saturday afternoon.

Information

Please note that our exhibition center is located in a library. Consequently, our main public is composed of **families**.

We accept exhibition projects at any time of the year. However, a call for proposal is launched every 12 months. The projects are evaluated by a committee of peers during the summer. Please note that all incomplete submissions will be rejected.

Your submission file can be sent via email to Catherine Côté Cyr, Logistics and Programming Coordinator, at xcoteca@ville.montreal.qc.ca.

If you have questions regarding the Call for proposals, please communicate with the Centre d'exposition Lethbridge at 514-855-6130, #4443 or by email at saint-laurent.centreexpo@ville.montreal.qc.ca.

Guidelines to complete your submission file:

- Upload your Word document entitled “Call for proposals 2020-2021.”
- Replace **ALL** text between brackets [...] with the appropriate information.
- As much as possible, please leave the typography, page layout, and sections order as is.
- When saving your Word document, please name it according to this format: “**Your name_Call for proposals 2020-2021.**”
- If you prefer to save your file in PDF format, make sure that **the layout is consistent** with the template **and** that the file is **complete**.
- You do not need to send your images as separate files; the images included in the Word document suffice. If your submission is selected, we will contact you to get HD images of your works.

Detailed guidelines, page per page:

- 1) Header: in the upper right side, write your name and the title of your exhibition where requested.
- 2) [FIRST NAME, LAST NAME]: Write the name of the artist, interpret, curator, or collective.
- 3) Write the title of the exhibition (even if it is a tentative title).
- 4) Insert a representative image in the frame.
- 5) Fill in the chart.

[First name, last name]
[Exhibition title]

[FIRST NAME, LAST NAME]
[Exhibition title]

[Insert an image of your exhibition project]

Artistic discipline	
Number of artists or interprets	
Names of the artist(s), interpret(s), or curator(s)	
Artist's status	
Do you offer mediation activities or other accompanying activities? If not, would you be comfortable participating in any?	
Space required for the exhibition (see gallery plan Annex A)	
Have you ever had a show in the municipal system?	
Creation date for each work	
Link to your personal website (blog, Facebook, etc.)	

Page – Contact information:

- 1) Write your postal address, phone number(s), email address, etc. where requested.
- 2) If you are more than one person in charge (artist, curator, etc.), write the requested information for each person.

Page – Artistic process:

- 1) Write your artistic process (or the one of your collective) in **maximum 250 words**.

Page – Exhibition project:

- 1) Write your exhibition project in **maximum 250 words**.

Page - Curriculum Vitae:

- 1) Insert your curriculum vitae, as well as the curriculum vitae of everyone else involved in the project. If there is more than one CV, you can send them as separate files.

Page - Descriptive list of works for your visual file:

- 1) Fill in the chart with the appropriate information: Name of the artist (if you submit works from different artists), *title of the work*, year of creation, dimensions ideally in cm (if you use inches, please make sure to clearly indicate it), and materials.
- 2) A **maximum** of 10 works is requested to complete your visual file.
- 3) The images **#11 and #12 are optional**; they are dedicated for images of opening receptions, exhibition views, images showing visitors interacting with the works, documentary videos about your works (maximum 3 minutes), etc.
- 4) Do not submit more than 12 images in your file.
- 5) If you have works in video format, you must still fill in the chart. In the “Dimensions (cm)” section, write down the length of the video. Your video files must not exceed **5 minutes**.

Visual file (the next 12 pages) – Works #1 to 10 and images #11 and 12:

- 1) The next 12 pages are dedicated to your visual file, where you can insert images of your works in the same order as in the chart on the previous page.
- 2) Please insert only one image per frame, thus **one image per page**.
- 3) Fill the legend underneath the image. The pieces of information must be identical to the ones in the chart.
- 4) Make sure that the image and its associated legend are on the same page.
- 5) If you have less than 12 images, delete the blank pages.
- 6) If you have videos, indicate the link to access them. Vimeo and Youtube links usually work well. Do not forget to add the password if the access to the video is restricted.

Page – Additional information:

- 1) This section is **optional**. You can include any other element relevant to the study of your file, such as press releases, blogs, etc.
- 2) If you submit additional documents, make sure to name them according to this format: **“Your name_Document title.”**

Page - Annex A:

The gallery plan of the Centre d'exposition Lethbridge is included for your reference, but if you would like to propose a layout plan for your exhibition, you can annotate it, insert images, text, etc. However, this step **is not mandatory**.

In sum, your file must be a single Word or PDF document with the following information:

- Your complete contact information;
- Your artistic process (250 words);
- Your project description (250 words);
- Your curriculum vitae;
- The descriptive list of your works;
- A visual file including a maximum of 12 images of recent visual or video works (the videos must be 5 minutes maximum);
- Any other elements relevant to the study of your submission (press releases, layout plan, blog, website, etc.). They can be presented in a separated PDF document, as long as they are clearly identified.

To be included in the next selection committee, your file must be sent before the 1st of May, 2019.

Thank you for your interest in the Centre d'exposition Lethbridge.