

The Studios of Key West 2012/2013 Program Proposal Guidelines For Workshops, Classes, Exhibitions and Special Projects

PROPOSAL REQUIREMENTS

Proposals to The Studios of Key West should adhere to these guidelines, and include all relevant information and support material. Please submit only duplicates and copies—materials that do not need to be returned. We will keep your information on file for future reference.

PROPOSAL CHECKLIST

ALL proposals should include the following information:

- 1) Cover letter introducing yourself and your project, workshop, or exhibition
- 2) Website address and/or 5-8 images of your work submitted on disk
- 3) Resume, Curriculum Vitae or Biographical Summary
- 4) One letter of support from an arts organization, gallery, or administrative arts professional
- 5) Additional information specific to your program (see instructions below)

For workshop and classes, please also provide the following

- Skill level of participants
- Site and materials requirements
- Expected participant experiences and outcomes
- Dates you are available to conduct the workshop (preferred as well as alternative dates)
- Evidence of your past workshop delivery and success
- Other information that would be useful in our consideration and planning

For exhibitions, please also provide the following

- The number and composition of artworks or installation materials
- Dates the works are available for exhibition at TSKW (preferred as well as alternative dates)
- Price list of current body of work
- Special handling or installation aspects
- Other participants, collaborators, or partnerships relating to the exhibition
- Your exhibition history and a brief sales history
- Gallerist or representative, if applicable

PROPOSAL DEADLINE

The deadline for proposals is May 1, 2012 for programs to be delivered between October 2012 and September 2013. Proposals postmarked after May 1 (postmark date) will not be considered.

TO SUBMIT A PROPOSAL

If you would like, please email an intent to propose to:

Martha Barnes, Director of Programs and Exhibitions
martha@tskw.org

Completed proposals should be sent by post no later than May 1, 2012 to:

Jay Scott, Executive Director
The Studios of Key West
600 White Street
Key West, FL 33040

The Studios of Key West is an arts community founded in 2007 at America's Southernmost town. We operate year-round cultural programming at the Historic Key West Armory. We encourage those interested in making a proposal to first consult our website (www.tskw.org), review our most recent season catalog, and gain an understanding of our facilities and operations.

tskw your
creative
community
THE STUDIOS OF KEY WEST