



## **Regional Exhibition Proposal Form**

To be completed and emailed at least four weeks before the call is posted on the website and /or shared with your members.

### **Regional Exhibition Coordinator**

**Regional Exhibition Coordinators**

**Betty Busby**

[regionalexhibit@saqa.art](mailto:regionalexhibit@saqa.art)

**Managing curator(s) of exhibition:**

**Email:**

**Phone:**

**SAQA region:**

**Juror (Optional):**

**OR**

**Non-juried SAQA Showcase**

**Title of exhibition:**

**Theme:**

**Exhibition run dates:**

**SAQA regions eligible to enter:**

**Size requirements or**

**Restrictions for artwork:**

**Projected number of pieces:**

**Name(s) of venue:**

If a venue is not yet contracted, put TBD and notify the Rep Coordinator at [regions@saqa.art](mailto:regions@saqa.art) when it is confirmed. Additional venues may be added during the tour of the show, again notify us when scheduled.

**Exhibit insurance guidelines:**

Artists are responsible for shipping insurance to the venue. Please initial \_\_\_\_\_ to acknowledge you understand.

**Budget Estimate:**

**Income:** \$ \_\_\_\_ entry fee x projected number of entries

**Expenses:**

**Note: this is a list of possible expenses; yours may differ.**

**Entry System** (choose one)

SAQA offers two types of online call-for-entry systems

Formstack \_\_\_\_\_

Airtable \_\_\_\_\_

**\*\*allow a minimum of 2 weeks between entry closing and presenting of images to juror for staff to prepare your entries**

See the [SAQA Call for Entry System](#) for more information.

**OR**

Other: \_\_\_\_\_

**Possible additional expenses may include:**

Media materials: Postcards, posters, advertising, brochures, etc.

Catalog - See [Regional Exhibition Guidelines & Resources](#), scroll to the Regional Catalog section

Juror fee

Shipping

Gallery fee

Related activities like lectures and workshops

Total proposed expenditures:

***CALENDAR (please fill out a date for each)*****Call for entry issued****Entry opens****Deadline for receipt of entries**

**\*\*allow a minimum of 2 weeks between entry closing and presenting of images to juror for staff to prepare your entries if using Formstack or Airtable through SAQA**

**Jury from\_ to \_**

Notification of acceptance  
Accepted artwork delivery date  
Artist reception (optional)  
Exhibition opens  
Exhibition closes

**Note:** To be eligible for [SAQA Insurance](#), a spreadsheet with the artworks and values (if a piece is NFS, it still needs an assigned value for insurance purposes) must be sent to the [Regional Rep Coordinator](#) after the works in the show have been selected. **DO NOT FORGET THIS STEP**

Once your proposal has been approved, the **next step** is to complete the Prospectus.  
Please refer to the [Regional Exhibition Guidelines](#).

Updated 2/16/24