



**Bath House**  
CULTURAL CENTER



**Office of Cultural Affairs**  
CITY OF DALLAS

## **2010-2011 GALLERY PROPOSAL GUIDELINES**

The 2009-2010 Bath House season runs from September 2010 through August 2011.

- ***Deadline: Saturday, February 13, 2010 – 5 PM***

Proposals must be RECEIVED by or before the deadline. Late proposals will not be reviewed.

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**NARRATIVE:** Please submit **FIVE (5)** hard copies of the narrative section of your submission (detailed information about the project and the artists). Because we receive a large number of proposals every year, we ask artists to please keep their narrative section short. Usually, one page is all that is needed to describe a project thoroughly.

**SUPPORTING MATERIALS:** Please submit **ONE (1)** set of supporting information, such as CDs, photographs, reviews, videos, postcards, resumes, etc. Do not include original works of art along with your proposals. Submission materials will not be returned to the artists.

We will not accept proposals via e-mail.

**REVIEW OF PROPOSALS:** A panel made up of BHCC staff, members of the BHCC Advisory Council, and other art professionals will consider and rate the proposals. Slots will then be assigned based on these ratings, consideration of the overall BHCC season, and a fair distribution of slots to as many qualified artists as possible. Projects that fail to meet the requirements set forth by the **Exhibition Policy** of the Bath House Cultural Center will be disqualified. A copy of the Bath House's Policy for Exhibitions can be accessed at [http://www.dallaspublicart.info/downloads/bhcc\\_policy.pdf](http://www.dallaspublicart.info/downloads/bhcc_policy.pdf)

**NOTIFICATIONS:** The proposal review is often a lengthy and comprehensive process. Please do not call or e-mail the staff of the Bath House Cultural Center to inquire about the results of the review. All artists will be notified about the results of the proposal review after the selection process has ended. The staff is not authorized to provide information about the status of a proposal over the

phone, in person, via e-mail, or otherwise before the official notifications have been sent out to all applicants. Thank you for your patience.

*Please Mail / Hand Deliver proposals to:*

**Bath House Cultural Center  
2010-2011 Gallery Proposals  
521 E. Lawther Dr.  
Dallas, TX 75218**

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### **REVIEW CRITERIA**

Proposals will be reviewed with the entire BHCC programming season in mind and with goals including, but not limited to:

- Uniqueness of project
- Professionalism and artistic merit of proposal
- Projects that are collaborative and involve more than one artist
- Scheduling flexibility
- Outreach/education opportunities
- Demand on BHCC resources (funding, staff)
- Work that has not previously been shown in Dallas

The Bath House Cultural Center receives an average of 75 proposals from artists every year. Please be aware that no more than four or five exhibitions will be booked for the 2010-2011 gallery season from artists' submissions. The rest of the season will be scheduled with recurring annual exhibitions and other projects that are curated in-house.

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### **PROPOSAL FORMAT**

You are free to organize your proposals any way you wish, but please keep them concise and to the point. Be sure to include the following information when preparing your proposal:

#### **1. CONTACT INFORMATION**

Contact Person, Address, Phone number, e-mail address, website address (if applicable)

## **2. NARRATIVE SECTION** (five copies)

Please include a concise one-page summary of the project (what, who, how, when, where, etc.). Also, explain why this exhibition needs to happen at the Bath House and what the potential benefits of this exhibition would be to the Citizens of Dallas, the BHCC, and you as an artist or organization.

In addition to the summary, please include the following information on this page:

- Estimated number of works included in your project.
- Gallery desired
  - Main Gallery* - 30' x 40' – 11-foot ceiling
  - Hall Gallery* - 2 parallel walls - each measuring about 40' – 8-foot ceiling
  - South Gallery* - 30' x 18' - 11-foot ceiling(some shows require the use of multiple gallery spaces)
- Desired dates/months for exhibition (the staff and the committee make the ultimate decision on the dates assigned for all the exhibitions).

## **3. SUPPORTING MATERIALS** (only one set is required)

- Artist(s) Resume(s), artist statements, bios.
- Needs/Requests for Bath House, special assistance (what do you need and/or what would you like in terms of support?) Include staff, technical, and financial support issues.
- Representative PRINTS or a CD with 10-20 stand-alone JPEG images. Please do not submit original slides or artwork. We will give all reasonable care to your prints and disks; however, we will not be responsible for damaged materials.
- Any other relevant supporting material that you would like to share with the selection committee.

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Submission materials will not be returned. Please note that, in many occasions, we will retain proposal materials for an extended period of time until our selection process is finished.

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The Bath House Cultural Center (BHCC) is a facility of the City of Dallas Office of Cultural Affairs, which is dedicated to fostering the growth, success and quality of the arts in Dallas. The Center emphasizes innovative and diverse visual and performing arts programming throughout the year.

Good Luck!

Again, please do not hesitate to call if you have any questions.

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