

Planning Chapter Exhibitions: How Can the FCA Help You Manage Submissions, Jurying & Art Inventory

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The Federation of Canadian Artists



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HOW CAN THE FCA HELP OUR CHAPTER EXHIBITION

Summary of this guidebook:

Managing an exhibition can be a great deal of work for a volunteer team – we know from firsthand experience. For this exact reason, The Federation of Canadian Artists have managed our exhibitions with custom built proprietary software through our website, referred to in this guidebook as the “Online System”. This guidebook will go over the benefits of using our system, including the tools it will provide you and the pricing structure of our services. If you would like most of the work taken off your plate, or if you expect high submission numbers, then this service will take a lot off your hands.

Defining the Online System

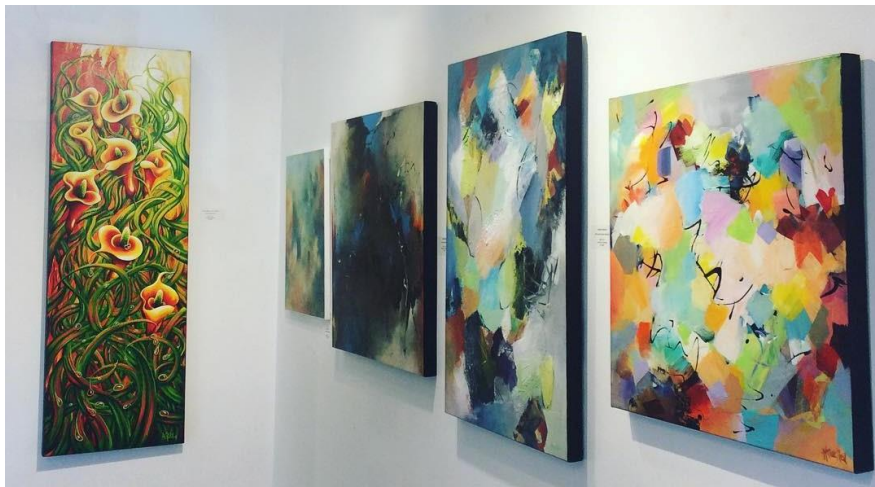
This is the online applications system that the FCA head office uses to receive, sort and jury artwork submissions for their exhibitions.

Benefits of Using the Online System?

Creating an exhibition involves a lot of volunteer hours, this effort means that many Chapters only have enough resources to host one exhibition a year.

Let us help with your workload by receiving and monitoring your submissions and finding jurors for your exhibition. We'll notify you when your jury is finished, inform you of award winners, and email you printable resources for your exhibition. These resources include printable PDF of artwork labels, a PDF Sign In/Sign Out sheet for tracking artwork inventory in the venue, a PDF list of all included items, links to download any included images of artwork, list of juror decided award winners and award certificates.

Using the FCA's Online System is a fair and objective way to determine who is eligible for inclusion in exhibitions. Creating an exhibition in this way removes Chapter Board representatives from the administrative and jury process, allowing your volunteers to focus on the important and more creative parts of putting together an exhibition. Additionally, this can pull in jurors from across the nation, spreading awareness of your Chapter outside city or provincial boundaries.



BENEFITS TO THE CHAPTER

Benefits	Definition
<p>An Online Call for Submissions</p>	<p>Submissions are accessible from anywhere with access to the internet, no paperwork and stress free. All the Exhibition Chair needs to do is complete the FCA Jurying Application</p>
<p>Remote Assistance</p>	<p>The Vancouver office creates the call, monitors all submissions to ensure they meet FCA standard requirements and notifies the Exhibition Chair and Chapter President of results</p>
<p>Jury</p>	<p>Chapters can choose to source their own panel of Signature Members to jury or let the Vancouver office select Signature jurors on their behalf</p>
<p>Results Pack</p>	<p>Once an exhibition has been juried, the Exhibition Chair and Chapter President receive access to download Exhibition results, award images, printable certificates, PDF's and sign in and out sheets.</p>
<p>E-Notifications</p>	<p>Each artist will receive an email notifying them of any accepted, non-qualifying or declined artworks. Delivery times, exhibition dates, drop-off and collection information, as determined by your Exhibition Chair, are included in these notifications to artists upon their acceptance.</p>

HOW ONLINE JURY WORKS

- Prior to your submission deadline, three Signature Member (two SFCA and one AFCA) jurors are selected and briefed for jury
- As submissions are received, the Gallery Coordinator monitors entries to ensure they meet FCA standards and the requirements of the call as stated by the Exhibition Chair
- After the deadline date, the Gallery Coordinator reviews any outstanding entries and approves them for jury
- Jury starts, each juror receives a link to login and view the submissions at random, individually. The only information displayed at the time of jury is the title, dimensions and medium. No artist name or price is displayed at the time of jury.
- Jurors rank each submission on a scale of 1 – 7 where:
 - 1: Decline
 - 2-3: Non-Qualifying
 - 4-5: Qualifying
 - 6-7: Qualifying and eligible for Awards
- Acceptance is based on the accumulated votes of the three jurors. Notifications are then sent to artists outlining if their artworks were:

Declined:	Not eligible for display at the exhibition
Non-Qualifying:	Eligible for display to make up numbers to fill the exhibiting venue. Non-Qualifying artworks are not recognised by the FCA as eligible points towards Signature Status and must be clearly labelled as “Non-Qualifying” at exhibition.
Qualifying:	Eligible for display and count as a point towards Signature Status Applications with the FCA. These pieces meet FCA Standards. Artists can only receive one point per exhibition toward Signature Status, even if more than one artwork was accepted to the exhibition. Members may submit work to Federation Gallery exhibitions after having been accepted into the local chapter’s exhibition. But once artwork has been displayed in one chapter exhibition, it is barred from entry into another chapter’s exhibition call.

PRICING

Fees are based on the amount of entries to your Chapter Call for submission as follows:

Service	Fee
Up to 43 Image Submissions	\$8.00 Per Entry
44 – 150 Image Submissions	\$350.00 Flat Rate
151+ Image Submissions	\$400.00 Flat Rate
Juror Only	If you would just like the FCA to source Signature Members jurors for your exhibition there is a \$100.00 Flat Rate

HOW DO WE START?

First your Chapter needs to determine an **Exhibition Chair**. This person will be the one point of contact for Head Office when creating your call. The Exhibition Chair works with your **Exhibition Committee** and the **President** of the Chapter to make the exhibition a reality.

The Exhibition Chair completes the “FCA Jurying Application”. It is a good idea to bring this form to your Exhibition Committee meetings to help determine what information you’ll need to provide to create the call for submission.

Head Office does not determine deadlines or dates for your call, the best way to work your deadlines is to work backwards from the date of your exhibition. Head Office will advise you of a submission deadline based on the date you require your results pack by.

We advise allowing at least a week for delivery to your venue, two weeks if members from other Chapters are participating and need time to arrange for courier or delivery.

Once the form has been completed and sent to the Gallery Coordinator at Head Office via fcagallery@artists.ca, the Exhibition Chair will then be emailed a URL link to check the submission requirements and make edits. If no changes are needed the Exhibition Chair can immediately distribute this URL to their Chapter membership via email or sharing the link on their Chapter website.

HOW DO CHAPTER MEMBERS PARTICIPATE?

Chapter Members can access the submission through the URL distributed by the Exhibition Chair. Once they receive this URL, members click the link to login and start submitting as they would for any other FCA exhibition. Only Active and Signature members in good standing are eligible to enter FCA exhibitions. All members who are Active or Signature members have been given a password and username with which to make submissions on our website. If members are unsure of their login details they need to contact the Membership Coordinator at membership@artists.ca

Members must be in good standing to participate in any FCA related exhibitions. You must check they are members in good standing with the Federation of Canadian Artists before joining your chapter. Confirm by contacting the Membership Coordinator at membership@artists.ca

Head Office does not keep a record of membership standing in your Chapter. The Exhibition Chair is responsible for confirming applicant standing in your Chapter with the Membership Chair of your Chapter.

NON-CHAPTER MEMBER PARTICIPATION

At the discretion of the Chapter Executive, Chapters may open up their submissions to all or select Chapters for a joint Chapter Exhibition. The same fee rates apply.

SUBMISSION ASSISTANCE

It is the responsibility of the Exhibition Chair to inform the Chapter of the resources available to them to help with their online submission. You can offer your Chapter Members help with their submissions through:

- A designated Chapter representative who is familiar with the process to assist with submissions
- “Submission Session” events where Chapter members meet to submit as a group
- Hosting a special Chapter meeting that walks through the process

The resources offered by Head Office are:

- The tutorial video they can watch online at - http://artists.ca/member_resources
- Assistance from the Gallery Coordinator – please note that Head Office will not complete submissions on member’s behalf. They will assist members in making their own application via telephone 604-681-8534. Members should contact the office 3 days prior to the deadline if they need assistance with their submission.

HOW CAN CHAPTERS PROMOTE THEIR CALLS?

Chapter calls can be promoted for free when submitted as Chapter News in Art Avenue to artavenue@artists.ca

If a Chapter would like to use a poster or visual aid in their promotions in either Art Avenue or the E-Newsletter, advertising fees apply.

WHAT IS NEXT?

If you have further questions about arranging your next Chapter Exhibition using the FCA Online System, or would like to request the application form [click here to download from our website](#), or please contact the Gallery Coordinator via fcagallery@artists.ca or 604-681-8534