

## Appendix B

### Checklist for Submissions

**Two weeks prior to jury (on-line submission):**

- Artist's biography (one paragraph, approximately ½ page, written in the 2<sup>nd</sup> person).
- Artist's Statement: this is to support the work and inform the jury about the artist's intent (written in the 1<sup>st</sup> person):

1 page maximum

Description of the work

Sources of inspiration

Influences (such as historical, other artist's work etc.)

Artistic Intent

What makes this work different, original, unlike the work of others?

- Statement of techniques: this is useful for the jury as some jury members will be less familiar with techniques in your medium:

Listing and description of techniques used in this work

Materials used. e.g. metal content of jewellery, fibre content of garments

Any testing you have done on this work and the results. e.g. testing of glazes for durability, staining etc.

Any other information that would be important to the buyer. e.g. CSA safely rated lights

**Two working days prior to jury:**

- 5-6 individual pieces (in a single line of work) to be delivered to the CCBC office in Vancouver:

**Craft Council of BC**

**1386 cartwright st.**

**attn: SOQ**

**vancouver. bc. v6h 3r8**

- A complete list of objects submitted including retail prices. Ensure all items are easily identifiable.
- Any other supporting material you think might be useful to the jury. e.g. Installation photos, catalogues etc.

Questions? Email [contact\\_us@craftcouncilbc.ca](mailto:contact_us@craftcouncilbc.ca)

Subject line: SOQ