



## **PARTNER INFO SHEET: SUBMISSION GUIDELINES FOR GALLERY TAKEOVER**

Ruth's Table is welcoming partners to participate in our annual *Gallery Takeover* project, a community-wide collaborative exhibition that aims to creatively connect, empower and celebrate our diverse communities.

The exhibition will be presented at Ruth's Table Gallery in SF and online. The exhibition is accompanied by live virtual and in-person events, as well as docent tours for partner organizations.

**Submission Deadline:** Fri, November 15, 2024

**Exhibition Dates:** January 9, 2025 - March 13, 2025

**Culminating Virtual Event:** Thursday, January 9, 2025 at 2-3pm PST

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## **TINY CREATIVE HABITS: CELEBRATING ART IN THE EVERYDAY**

*2024 Theme*

Uncover the profound impact of small changes on a path to fulfillment. Discover how investing in tiny habits of creativity can enrich our lives and lead to significant transformation. Explore the magic that occurs when ordinary moments are ignited with creative sparks.

*Tiny Creative Habits* curriculum is part of Gallery Takeover, an annual collaborative project. Throughout the year, Ruth's Table and Creative Spark work with partners to implement meaningful, arts-based experiences that culminate in a community-led exhibit. This interactive program serves as a platform for every participant, regardless of their age or abilities, to create, share, and connect through art.

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## **SUBMISSION GUIDELINES**

### **Step One: Sending Artwork**

- **Submitting by Mail:** Partners are encouraged to submit their artwork by mail for in-gallery display.

Shipping: Partner is responsible for shipping the artwork to RT to the following address: Ruth's Table, Bethany Center Office, 580 Capp Street, San Francisco, CA 94110

Packing Artwork: Please take care when packaging the artwork to ensure it will stay protected during shipping.

- **Submitting by Email:**

Partners are welcome to submit photos of their artwork. Below are some helpful tips for capturing your art in its best light.

Angle: Point the camera straight at your work. Stay level, avoiding angles.

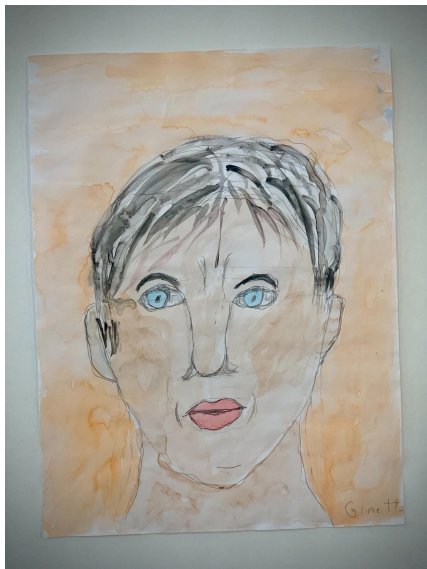
Lighting: Natural light works best. Make sure light is even and there are no shadows.

Background: Place the artwork on a white background, if possible. You could use white printing paper or a tablecloth.

Frame: Including some background space around the artwork is helpful. We can always crop as needed.

Size: High-resolution images of each artwork in .jpg, .jpeg, or .png format. Images at 300dpi, between 1500 and 2500 pixels, and/or 3 MB or larger wide work best.

File Name: Either rename your image or include in the email - artist's name and title of artwork.



1. Artwork at an angle, shadows around



2. Better lighting, artwork at an angle, bottom edges cropped



3. Artwork centered and level, good lighting, some white background space showing

## **Step Two: Artwork Information**

We would love to share stories about each project and celebrate our partners and participants! Please include the following:

- Brief statement/story behind your project  
You might consider the following questions: What project did your group explore and why? How would you describe your project?
  - Artist names  
Please write the artist's name and artwork title on the back of the artwork or by attaching a label.
  - Artist Statements and/or Quotes  
Invite your participants to share about their work and why it's important to them. Any quotes, personal stories, or highlights from the program are welcome!
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### **Artwork Selection:**

It is our goal to include as many voices as possible in this community exhibition. Due to space limitations and curatorial decisions, some artwork might appear either in the onsite exhibition, online, extended exhibition catalogs, or be featured in exhibition-related events or other communication.

### **Images of Artwork and Exhibition Promotion:**

RT may promote and use images of artworks in any number of ways including, but not limited to: website promotion, social media marketing, email campaigns, press releases, and virtual opening reception. Partners/artists allow RT to display the artwork in the exhibition, onsite or online; and to create and use images of the artwork in events or materials relating to the exhibition.

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### **Questions:**

For questions or more information, please reach out to RT team at [contact@ruthstable.org](mailto:contact@ruthstable.org) or 415.642.1000.

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