

**Vancity Call to Artists**  
**Digital image requirements for the artwork by commission call**  
**ALL applications**



North Road community branch, Coquitlam BC

**Guidelines for submitting image files for ALL applications for the artwork by commission call.**

1. All artists must register at [calltoartists.ca](http://calltoartists.ca)
2. After registering, you'll receive an email within 72 hours from the Call to Artists Facilitator, Tanya Slingsby with a link to an assigned secure online folder for your image files.

**Image file requirements for digital applications:**

**All image files must be formatted as .jpg files.** Please upload the highest resolution image files available of your artwork in your assigned folder. The images can be cropped. **Please do not resize the images.**

Please title your image files with the following, in the specified order:

The image number in accordance with your image list (1 to 15 images)

Your last name

Your first name

Title of your work

NR16

2019

It is mandatory to provide a concept image with your application. If you are submitting a digital concept image for your application, please add 'Concept' at the beginning of the image file title. Concept images can be formatted as .jpg or .pdf files. (Your concept image is not counted as one of your 15 image files of past work.)

**Examples:**

1. Emily Bute is uploading an image of her work called 'Light at Dawn' for her application. This is the 5th image she has indicated in her online application through [calltoartists.ca](http://calltoartists.ca). The image file name should be:

Image-5-bute-emily-lightatdawn-NR16-2019.jpg

2. Julian White is uploading an image for his work called 'Black No. 2' for his application. This is the 9th image he has indicated in his online application through [calltoartists.ca](http://calltoartists.ca). The image file name should be:

Image-9-white-julian-blackno2-NR16-2019.jpg

3. Hiroko Su is uploading a concept image for his application. This is the first image in his image list. The image file name should be:

Concept-image-1-su-hiroko-NR16-2019.jpg

**If you have any questions or require further clarification before submitting your application, please contact:**

**Tanya Slingsby**

**Call to Artists Facilitator, Vancity Credit Union**

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