

Submission Guidelines

Melton Gallery is an art gallery at the University of Central Oklahoma in Edmond, Oklahoma. We are dedicated to presenting innovative and experimental exhibitions by international, national, and regional artists. We welcome submissions from artists and curators for review. All are welcome to apply.

Our programming is determined solely by the curatorial staff. Accepted entries will be notified via email. Unfortunately, we can't respond to unaccepted entries. It's important to note that gallery programming is planned up to two years in advance.

It is highly recommended that prior to submitting, applicants:

- Ensure that their websites are up to date with their CVs and proposed body of work
- Prepare required materials first to avoid timing-out of the site and losing any work
- Research our gallery, our mission statement, and the University of Central Oklahoma to gear your proposal to our venue
- If you're proposing an exhibition or an installation, create a mock-up that can help curatorial staff better visualize your proposal. [View our floor-plan here](#)

Applicants will need to prepare the following:

1-10 images: *Title files as applicant's Lastname_001.jpg, Lastname_002.jpg, etc. Images should be saved at a minimum of 1200 pixels on the longest side.

Image information: artist's name, title of work, date the work was completed, size of artwork (if you're proposing an installation, consult our floorplan), medium, and any additional information such as if the work is framed, if the image is a detail shot, etc.

If submitting your own artwork for review:

Artist Statement: *1,000 character max

Here is a link to an article with advice on writing an artist statement: <https://www.agora-gallery.com/advice/blog/2016/07/23/how-to-write-artist-statement/>

If submitting a proposal for an exhibition:

Exhibition Statement: *3,000 character max

Please describe your proposed exhibition including names and websites of exhibiting artists (specify if you are proposing to exhibit your own work), proposed dates of programming, and a curatorial statement. Include how this exhibition will fit within the mission of Melton Gallery. Ensure you have enough work to fill the space-see our floor-plan.

Here is a link to an article with advice on proposing an exhibition: <https://medium.com/@kellyheylen/artists-guide-to-exhibition-proposals-c8994e66e699>

If submitting a proposal for an Installation:

Installation Project Statement: *3,000 character max

Please include:

- Title, size, placement, level of interactivity, and equipment (please specify if you require any equipment to complete your project)
- Construction timeline, installation timeline, and deinstallation timeline
- An overall project statement including scope, vision, and purpose of the project, particularly as it relates to the mission of Melton Gallery
- If this is a collaborative project, include your collaborator's website and specify who the lead artist will be
- If applicable, include links to images of past installation projects or add them in the image upload section of the application making sure to specify they are past projects

