

Webpage Guidelines

All webpage submissions will be emailed to Luke Metz at PotsByLuke@gmail.com

An artist webpage is a wonderful resource for marketing yourself and this show. It is worth the small investment of your time to have Luke put one up for you. It is your responsibility to contact Luke if you want to retain an existing page or if you want a new page. Failure to do so results in no webpage.

Luke does not have time to deal with submissions that do not follow these guidelines. Please read carefully!

Retaining Existing Page

This must be a page that is already on the Showcase site - <https://annual-art-showcase.madeinclarkdale.org/>. Pages from other sites won't be used.

If you already have a page on the Showcase site (this is different from the MIC site), you can keep it exactly as it is if you want. You would need to notify Luke by email that you want to do this. Existing pages cannot be modified. If you need changes, please follow the guidelines below and submit a new page request.

New Page Guidelines

- A bio and/or artist statement is *recommended*. It should be well written and spell checked. It should NOT contain any images – these images are unusable for a webpage. The verbiage will be posted exactly as it is sent. It must be in Word or simple document format (these would have the name suffix of one of the following: **.docx**, **.doc**, or **.rtf**).
- Low resolution photos will not look good. I recommend at least 1200 pixels on the longer side.
- You can send up to 3 images of your work in JPEG format only.
- Title your image with your name, name of the piece and medium with no spaces (use a hyphen instead). Here is a sample of a name that Luke used for one of his images: Luke-Metz-The-Burn-ceramic.
- You can send a head shot. It must be a separate file (from your bio) and must be in JPEG format.
- **Do not send PDF files.** Luke cannot use them.
- If you are confused about the technical side, please find a friend to help you.
- Inform Luke of the **category** that your art should be listed (pick the most relevant one). The choices are: Ceramic Artists, Jewelry Artists, Mixed Media Artists, Painters, Photographers, Sculptors, Other. You will be listed in alphabetical order in the category you choose.
- Submissions that fail to follow these guidelines will be returned to sender.
- It is best not to wait until the last minute to make your submission, since that may not leave enough time to put up your page.

No Artist Webpage

An artist webpage is not required.