State of Connecticut
Department of Economic and Community Development
Connecticut Office of the Arts
DECD

ART IN PUBLIC SPACES ARTIST REGISTRY REGISTRATION FORM

The Connecticut Office of the Arts (COA) of the Department of Economic and Community Development (DECD), manages two Artist Registries, the **Art in Public Spaces Artist Registry** and the **Connecticut Artist Registry**.

The Art in Public Spaces Artist Registry is open to artists (both residents of CT and non-residents) and is a portfolio of images used to select artists for Art in Public Spaces projects administered through COA. With one entry, registered artists are automatically reviewed and considered for public art projects based on the categories under consideration.

Registration forms must be submitted by email to ArtistRegistry@ct.gov.

REGISTRATION INFORMATION

Name _____ Date _____ ☐ New application ☐ Update

Address _____

City_____State_____Zip_____

Home phone _____ Work or Studio phone_____

E-mail _____Website (if available) _____

Optional: Complete the gallery section below ONLY if you are represented by a gallery and ONLY if this gallery is your primary contact. You MUST also provide your address above.

Gallery Name_____ Contact Person _____

Address_____

City_____State_____Zip_____

Contact Person phone _____ E-mail_____

Gallery Website _____

If you are submitting in response to a particular COA call to artists, indicate the project here:

_____

On occasion COA receives requests from arts agencies, organizations and galleries who wish to distribute information about opportunities directly to artists. Please indicate your preference.

☐ Yes, you may share my email address for such requests

☐ No, do not share my email address

CATEGORY

Check ONLY ONE category. Select the category which best represents your submission.

☐ ARCHITECTUTRAL/SITE SPECIFIC (plazas, artwork integrated into the structure of a building, multi-discipline)

☐ SCULPTURE (large-scale only, free standing, suspended, figurative)

☐ MURAL (large-scale murals; tile, painting, relief, photo-installations)

☐ ARCHITECTURAL GLASS (large-scale only, stained glass, cast glassworks)

Note: COA must restrict submissions to no more than one category per artist. If your work samples specifically fit one category then submit to that category. If your work is diverse and bridges all categories, then submit to the Architectural/Site Specific category which offers a place for more diverse portfolios.

GENERAL INFORMATION

- When submitting artwork, select the category that best represents your art work.
- We reserve the right to return your submission if we feel your work is not suited to the category of your selection and will recommend an appropriate category or request more applicable images.
- We will ONLY accept submissions to the Artist Registry using this registration form. The form must be emailed to ArtistRegistry@ct.gov. No paper submissions will be accepted.
- No more than ONE portfolio may be on file at any given time in the Art in Public Spaces Registry. Therefore, if you are updating, please be aware that the earlier submission will be removed from the database and will be replaced with the new submission.
- Artists may include YouTube/URL links to direct viewers to further information about work samples (if links are available). Include the link on the Image Identification Sheet.
- COA requests $ values of the artwork on the Image Identification Sheet for reference purposes only. Values are a helpful tool. Artworks do not need to be (and are not expected to be) for sale to be included in the database.
- Submit your strongest and most applicable works in this database. If a committee is interested in your work, they will contact you to discuss commissioning a new work or to review available works.

UPDATING YOUR SUBMISSION

- COA will not accept multiple emails with attached images as an update to the Artist Registry. If you choose to update your portfolio, you MUST fill out a new registration form and submit it by email to ArtistRegistry@ct.gov. Please check the "update" box on page one.
- We ask that you update your portfolio periodically so we may showcase your most current work. If you do not update within 3 years, we reserve the right to remove your submission from the database.

UPLOADING DIGITAL IMAGES

- This form allows users with newer versions of Adobe Acrobat to instantly insert images into the contact sheet section of this form. Simply click each square to open a file window, then browse and select your image. The image will automatically re-size to fit.
- Use low resolution image files to keep the document at a manageable overall file size.
- If you are unable to use this form due to technical reasons, email ArtistRegistry@ct.gov and indicate the issue.

TIPS FOR CREATING CONTACT SHEETS

- Select a variety of images to highlight the diversity of your portfolio
- Choose strong images that read well in a small contact sheet format
- For optimum file size, re-size images at 96dpi with a width of 3 inches

CHECKLIST

- ☐ Artist Registry Registration Form
- ☐ Select NO MORE THAN ONE categories
- ☐ Upload images to the registration form
- ☐ Complete the image identification sheet
- ☐ Optional, include your resume or bio as part of your submission. Include it as a PDF and email it at the same time you email this form to ArtistRegistry@ct.gov.

INFORMATION

For more information about the Artist Registry, go to www.cultureandtourism.org or contact Tamara Dimitri at (860)256-2720 or by email at tamara.dimitri@ct.gov.

Category_____

CONTACT SHEET OF IMAGES

Click on each square to upload an image. Instructions for uploading are on page 2.

1._____ 2._____ 3._____

4._____ 5._____ 6._____

7._____ 8._____ 9._____

10._____ 11._____ 12._____

	Title/Location/URL (if applicable)	**Materials/Description/Size**	**Value/Date**
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

hit now to ArtistRegistry@c