

The Aldrich Contemporary Art Museum

258 Main Street, Ridgefield, CT 06877
Tel 203.438.4519, Fax 203.438.0198, www.aldrichart.org

Hall Curatorial Fellowship Do's and Don'ts

look. look again.

DO

Title the disk using your first initial and last name (surname)



DON'T

Title the disk with an artist's name or with the title of your exhibition



DO

Include 20 images representative of your exhibition
Create a Powerpoint or Keynote, or Slideshow presentation
(if possible)



DON'T

Create multiple folders for each artist

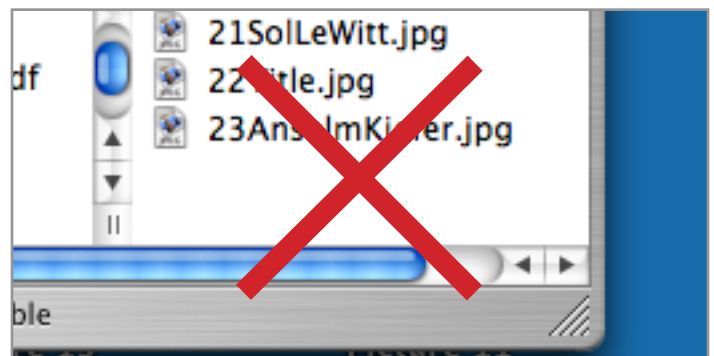
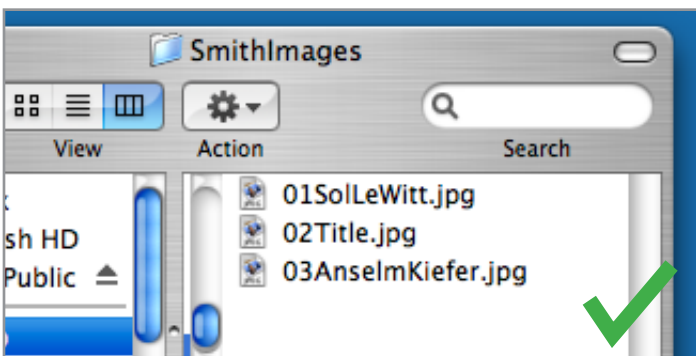


or

or

Create 1 (one) folder of images – Maximum of 20 images,
Save images in the order in which you would like them viewed

Send more than 20 images total



Continued

HCF Do's and Don'ts Continued

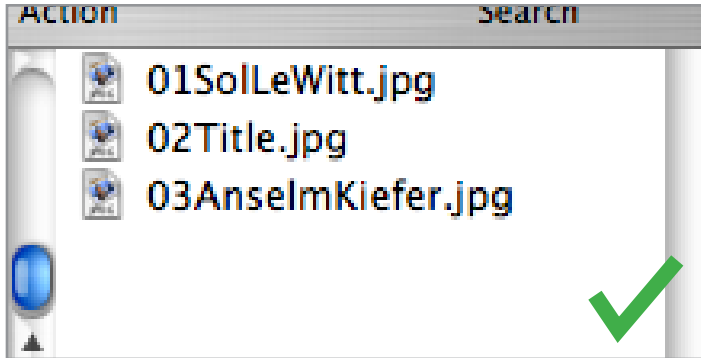
Properly label each image

DO

Save Images as .jpg or .tif

Use the Artists name or title of the work.

Example: Untitled1.jpg or ArtistName.tif



DON'T

Save Images as any other format than .jpg or .tif

Do not save as: 1123460000.jpg or 0000123456.tif

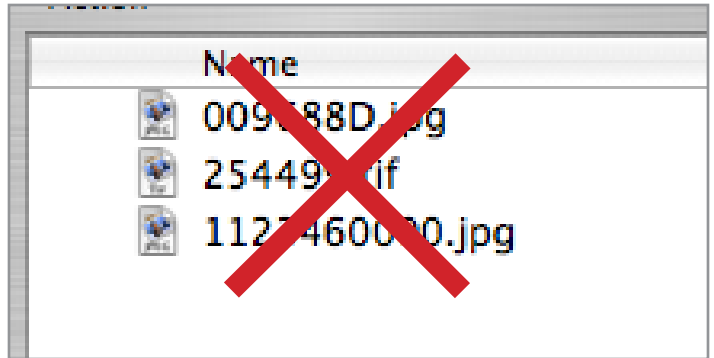


Image Script

Include the following information in a Word or text document. The images should be listed in the order in which they are saved in the Powerpoint presentation, Keynote, Slideshow, or folder. Label the document with your last name (surname).

DO

Name of File

Artist Name

Artist information (Date of Birth, Country, Lives and works in...)

Title, year

Media

Dimensions

