THE OTTAWA GUILD OF POTTERS
LA GUILDE DES POTIERS D'OTTAWA

Celebrating Clay Spotlight Exhibition Guidelines

You must be a current paid-up member to participate in the Celebrating Clay Spotlight Exhibition.

Submission of Work

- Submitted work must have been completed within the last five years.
- The majority of the work must be new to any exhibition held by the **Ottawa Guild of Potters** (i.e., not previously shown at a Guild exhibition).
- The majority of work must not have received an award in any other exhibition.
- Work must meet the usual OGP standard rules and regulations.
- You will be asked to provide a title for your exhibition, as well as a description of your exhibition theme or concept.
- You will be asked to provide 5 photos that best represent your exhibition.
- Photo filename requirements – You MUST use this format: LastName_FirstName_Piece#.jpg (For example: Martin_Alex_3.jpg)

More Information About Images Submitted Later for the Winning Proposal:

- You will be asked to upload 3 images for each of your submitted items.
- For good quality images when printed in the Catalogue, your camera should be set to take photos that are at least 72 DPI (300 DPI is better) and at least 3 MP (megapixels).
- Make sure that all of your images are **under 5 MB** (megabytes) in size, which is the limit set by our web hosting provider.
- If you need to reduce size, see how to reduce photo size **on Windows** or **on MAC**.
- Photos should be taken at eye-level with the pot, not looking down or up at the pot, unless you want to show the inside of a vessel.
- For the background, you should use white and firm paper such as bristol board or thick watercolour paper covered with either tracing paper or parchment paper of the same size. You can buy matboards at Wallacks, sized 32 X 40 inches. You want a **neutral white**.
- Do not use stands or other embellishments in your photos.
- See "**Photography Tips**" under the OGP website's "Resources" tab for more information.