



PHASE-ONE QUESTIONNAIRE REFERENCE

This is a reference document only to prepare for the Gallery Shop Artists online application. We advise preparing your written answers bio, and statement in a separate word document and copy your response into the form. **YOU MUST** complete the [Application & Questionnaire online](#).

Artist Information

Provide your contact information and social media information. Companies with more than one member must include the names of all members but only one primary contact.

1. Select applicant type:
 - a. I am applying as the sole producer OR
 - b. I am applying as a company of two or more producers.
2. First name, Last name
3. Preferred name (if different than above)
4. Preferred pronouns
5. Company Name (if applicable)
6. Address, City, Province, Postal Code, Country
7. Phone number, email
8. Social media accounts (website, Instagram Facebook, TikTok, other)

Support Material

1. Artist biography (approx. 150-500 words).
2. Artist statement (approx. 150-500 words).
3. Upload your Artist CV or Resume. (optional)
(Limit to a maximum of 2 pages. Accepted file types include pdf, doc, docx.)

Background

Please answer the following questions in sentence form.

1. Tell us about your work. (this may include themes, series information, materials, process, skill, techniques, etc.)

2. Are you the sole producer, produce as a member of a collective, or have employees that help you produce your work? Please explain any other circumstance in which you produce work.
3. What is your background and/or training in craft? This may include (but is not limited to) post-secondary education, mentorship, apprenticeship, self-taught, workshops, etc. (Elaborate and clarify information listed on your CV, approximately 250 words)

Experience & Expectations

1. Why do you feel the Alberta Craft Council is a good fit for your work?
2. Where are you at in your career. Do you have future goals? (write any goals that are related to building your craft career)
3. Are you currently selling work? Please select all that apply from the list.
 - a. Consignment retail
 - b. Wholesale retail
 - c. Website
 - d. Online Sales Platforms (i.e. Etsy, Shopify)
 - e. Craft fairs and/or markets
 - f. Commissions
 - g. Direct/in person studio sales
 - h. Exhibitions
 - i. Galleries
 - j. Other – please describe.
 - k. I have no experience selling my work
4. How often can you provide new inventory?
 - a. Twice per year
 - b. 3 times per year
 - c. 4+ times per year
5. If requested, can you supply higher volume quantities for custom and corporate orders?

Product Submission – Digital photographs only please.

Please submit a minimum of 5 and a maximum of 10 products to be reviewed.

1. **Mandatory Information:** Title, Retail Price, Materials, and Product care.

2. Optional: Additional details – is this work part of a collection or specific series?
3. Submit 5-10 digital images of in JPEG format, maximum 5 MB per image.
 - a. Please label and number your media files using your First name and last name. i.e., should read:
01-Lastname-Firstname.jpeg
02-Lastname-Fristname.jpeg

Final Submission Page

1. If you are accepted as a phase-two artist, you will be required to purchase a professional membership. Are you currently a member of the Alberta Craft Council?
 - a. Yes
 - b. No
2. Please select your current membership type.
 - a. Professional
 - b. General
 - c. Student
 - d. I need to renew my membership.
 - e. I would like to learn about membership, please send me information.
 - f. other
3. How did you find out about the Alberta Craft Council?
4. By checking this box, I understand, and acknowledge that I have read and agree to the **SHOP APPLICATION GUIDELINES** of this application.
5. By checking this box, I agree to give The Alberta Craft Council permission to use the submitted images of my work in promotions for the Alberta Craft Gallery Shop. I grant the Alberta Craft Council permission to use images in any publications, print or digital, connected to The Alberta Craft Gallery Shop.