



NEW YORK CITY SCHOOL CONSTRUCTION AUTHORITY
Public Art for Public Schools, 2nd Floor
30-30 Thomson Avenue
Long Island City, NY 11101

Mr. Ms. First Name: _____ Last name: _____

Street Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Home Telephone: _____ Studio/Work Telephone: _____ Fax: _____

Email: _____ Website: _____

If applicable, Your Gallery's Name/Address/Telephone/ Contact person: _____

CHECK ALL THAT APPLY:

- sculpture painting photography
 installation drawing/printmaking other _____

SUBMITTAL: CD submissions only – please submit all information on a CD that includes text and images formatted as follows:

- (1) Completed Registration form (as hardcopy or WORD document)
- (2) Current resume (WORD or PDF document)
- (3) Teaching Experience Form (Word or PDF document)
- (4) An artist statement (WORD or PDF document)
- (5) Lesson Plan: Should include the standard format of aim, development and summary. It should also indicate for which grade level it is intended.
- (6) 20 images of past and recent work including personal and collaborative work- JPEGs only 300 dpi / 1024 x 768 pixels / filename format:
Lastname_Firstname_Image# (01, 02, 03 ...20)
- (7) List of images submitted including full descriptions: Image #, Title, Date, Medium, Dimensions, description of work, as applicable / for public art installations, please also include location, commissioning agency and budget information. (WORD document)
- (8) Small catalogues and press clippings are accepted. (PDF files preferred)
- (9) DO NOT SEND ORIGINAL WORK.

UPDATING FILES: It is your responsibility to update images and contact information in the registry. When updating, please submit a new CD formatted as required above with new images, list of images, an updated resume and press. Please note that if you have not updated your file in five years the NYC School Construction Authority reserves the right to dispose of the material.

RETURN TO: Public Art For Public Schools, 2nd Floor, NYC School Construction Authority, 30-30 Thomson Avenue, Long Island City, NY 11101

Signature: _____

Date: _____