

Portfolio of Makers Application

Step 1: Prepare images and information for submission

1. Image Selection

Select 10 professional quality digital images of your work and 1 portrait image of yourself, preferably within your studio.

Note: If you send more than 10 images of your work only the first 10 will be used. If you send more than 1 image of yourself only the first will be used.

- ### 2. Prepare images for web use, and print use (submitting image for print is optional)
- Prepare your images for web use. We recommend you also prepare as many of your 10 images as possible for print use. Use the following specifications to prepare your images:

Web Image requirements

Create a copy of your digital images at 72 dpi, in .jpg format with dimensions as close as possible without exceeding 335 pixels in height or width.

Print Image Requirements

If you would like exposure for your work via OCC print publications then provide digital images at 300 dpi, in .jpg format with dimensions as close as possible or exceeding 3375 pixels high and 2625 pixels wide. A quality image of yourself prepared to these specifications is also useful for our print materials so please submit one whenever possible.

Need help preparing your images? Not sure what dpi is or how to scale your images? Consult our application preparation help section at <http://craft.on.ca/potfolio/apply>.

3. Web image file name format:

For your web ready images the file name should be, without spaces or capitalization, the first 3 letters of your first name followed by the first 3 letters of your last name, then list the last 2 digits of the year of submission, follow this with a “w” to indicate that the file contains a web quality image, and finally underscore “_” and the number of the image from 01 to 10.

Examples: John Smith would label his 72 dpi images, johsmi08w_01.jpg, johsmi08w_02.jpg

For your portrait the file naming convention is the same but put “port” instead of an image number.

Example: johsmi08w_port.jpg

Print image file name format:

The file names should be the same as the web format image file name except rather than a “w” for “web” you insert a “p” for “print” this allows one image list to be used for both your web and print ready images.

Examples: johsmi08p_01.jpg, johsmi08p_02.jpg, for your portrait, johsmi08p_port.jpg

4. Prepare an image information list.

Download our image information list template document, “imagelist.txt” from <http://www.craft.on.ca/Portfolio/Apply> in the document template section. Txt files can be opened with almost any text editing software. Include a completed version of this document on your CD as a pdf. Need help creating a pdf? Consult our application preparation help section at <http://www.craft.on.ca/Portfolio/Apply>. Save the image information list template file with the following file name format, in lowercase letters with no spaces, the first 3 letters of your first name followed by the first 3 letters of your last name, then the last 2 digits of the year of submission and finally



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“_imagelist.”

Example: johsmi08_imagelist.pdf

Within the imagelist document list the following information for each image:

Note: Please do not use quotation marks in your image list.

Name of files

Include both the web and print resolution file names, see example below.

Title, Year Completed

Dimensions in cm

Do not provide dimensions in inches, height, width and depth are written as lowercase first initial, see example below.

Medium/ Technique

10 word maximum

Photographer credit

Use the following format: Photographer: Name

Indicate photo credits even when you are the photographer.

Image information example:

johsmi08w_01.jpg, johsmi08p_01.jpg

Summer Leaves, 2007

Dimensions: 24 c.m. h x 10 c.m. w x 20 c.m. d

Medium/Technique: Cast and enameled glass

Photographer: E.Dhani

Step 2. Prepare your biographical information.

Download our biographical information template document, “bioinfo.txt” from <http://www.craft.on.ca/Portfolio/Apply> in the document template section. Txt files can be opened with almost any text editing software. Include a completed version of this document on your CD as a pdf. If you need help creating a pdf consult our application preparation help section at <http://www.craft.on.ca/Portfolio/Apply>. Use the following file name format for your completed biographical information document, the first 3 letters of your first name followed by the first 3 letters of your last name, then the last 2 digits of the year of submission, and underscore “_” and “bio.”

Example: johsmi08_bio.pdf

Within the bioinfo document provide the following information:

First Name

Last Name

OCC Membership Number

City and Province

Occupation

Email address

Website address

Artists Statement

200 words maximum. This is a description of the kind of work you do and your philosophy in making.

Education

Exhibition record List

10 maximum.

Honours and awards List

10 maximum.



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Permanent collections and commissions
List 10 maximum.

Teaching and lectures you have given
List 10 maximum.

List up to 10 types of objects you make.
Examples: Art furniture, sculptural furniture, dressers, lamps, décor, lamps, lights

Indicate which region in which you live. You must choose from the following Canada Post designated regions:
Central Ontario, South Western Ontario, Eastern Ontario, Northern Ontario, Toronto Ontario
Outside Ontario, Outside Canada

Indicate what media you work in. Choose as many as apply from the following list:
Ceramic, Fibre, Glass, Jewellery, Wood, Metal, Mixed



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Step 3. Delivery of your application.

Please submit your complete application on CD by mail to:

Ontario Crafts Council
Attn: Portfolio of Makers Program
990 Queen Street West
Toronto, ON M6J 1H1

Clearly label your CD with your name, contact information and the date you are making the submission. Your CD must be readable by a PC computer. Your application should consist of the signed Portfolio of Makers Contract plus all of your application materials you prepared from steps 1 through 3 on a CD. Your signed copy of the Portfolio of Makers contract should be included in the envelope. Your portfolio can only go online after we receive your signed contract.

Use the checklist below to confirm your application is complete:

- Portfolio of Makers Contract printed, filled out and signed.
CD(s) with the following:
 - 1 set of 10 images plus a self portrait prepared for the web use.
 - 1 set of 10 images plus a self portrait prepared for print use (optional).
 - A completed image list document (imagelist.txt).
 - A completed biographical information document (bioinfo.txt).
 - Files conform to the format and file naming conventions outlined in this document.
 - CD is be readable by a PC computer.
 - Each CD is clearly labeled with your name, contact information and the number of CDs in your application.

Questions? Contact Katherine McKellar at 416-925-4222 x222 or portfolioofmakers@craft.on.ca

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