

# larchmont public library

121 Larchmont Avenue, Larchmont, New York 10538-3793

## Oresman Gallery Exhibitor Public Relations Information Form

The Larchmont Public Library would like to help you publicize your art exhibit and reception, should you choose to have one, to local media. In order to accomplish this, we need your help.

Please send the following information **AT LEAST TEN WEEKS PRIOR** to the opening of your exhibit to Geoff Colquitt at [gcolquitt@mac.com](mailto:gcolquitt@mac.com).

1. At least one digital image (two images are preferable) of a work that is representative of the art you will have in the exhibit. JPEG, TIFF, EPS and PDF files are all acceptable. Please include the title for each image and what medium it has been created in.
2. The title AND opening and closing dates of your exhibit AND reception as scheduled with the Art Exhibit Coordinator.
3. Your website address should you have a website.
4. A short biography of yourself. This should include where you reside, what got you interested in art, what medium(s) you work in, how long you have been an artist, where you studied art and who your major influences are and any pertinent information about the specific art works in your exhibit. Please also include information about any awards or citations and any significant gallery or museum shows. (Maximum 1000 words.)
5. Any additional information about yourself and/or your exhibit that you think is relevant.

Thank you in advance for you help. We look forward to promoting your exhibit.