



Dear PSA Artists:

We hope to have every PSA artists represented on the web site as quickly as possible to showcase our amazingly talented members.

Please make your PSA Web Profile a PRIORITY. Follow the instructions below to organize your profile materials. Please refer to the guidelines and tips on "How to Write an Artist Statement" and "How to Write an Artist Bio" that accompany this document.

Go to: [www.PasadenaSocietyofArtists.org](http://www.PasadenaSocietyofArtists.org) , and click on the "Artists" page to view completed profiles.

## **INSTRUCTIONS**

*NOTE: If you cannot prepare your materials as requested below, and if you do not have a friend or family member who can help you with it, PLEASE contact me. **We can and will help you. We have posted profiles for members who don't even own a computer, so don't be shy.***

### **CONTACTS:**

Fred Chuang, WebManager

323.661.0595 (Please don't call after 9pm)

e-mail: [WebManager@PasadenaSocietyofArtists.org](mailto:WebManager@PasadenaSocietyofArtists.org)

### **FIRST**

You will receive the instructions both as a PDF and a Word document. Use whichever is more convenient for you. If using Word, please re-save this document using «Save As» with your name as the document title. Fill out the information below exactly how you want it to appear on your web page. Please be sure to edit your info carefully and run spell check. **Please realize that we are not editors, copy-writers nor proof-readers, and we will be uploading your information exactly as you send it to us.**

When you have completed filling in your information below and gathering your images you may send them by e-mail OR by regular mail on a CD.

Send by e-mail to:

[WebManager@pasadenasocietyofartists.org](mailto:WebManager@pasadenasocietyofartists.org) (Subject: PSA member profile)

OR Send by regular mail to:

PSA (Attn: Web), P.O. Box 90074, Pasadena, CA 91109

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## **FILL IN THE INFORMATION BELOW** (exactly as you want it to appear on your web page):

### **YOUR INFO:**

First and last name:

Phone: (       )

E-mail:

Website:

List types of art **media** you work in: *Note: If you are a painter, please list your **media** (ie: oil, acrylic, egg tempera, etc., not “painting”)*

List your artwork **style(s)** and list your artwork **subject(s)**. (See the website for categories: “Artists”/“Artists by Style” and “Artists by Subject”),

### **IMAGES:**

Please provide your images in **jpeg** format. File size can be any size up to 15MB. Note that large image files are better because we use these images to create our PSA Group Portfolio. We will resize them for you.

**important:** When sending images in an email, PLEASE send them as “Attach a **file**” – NOT as “attach a picture”. If you need clarification or help with this, please call.

Title your jpeg files with your last & first name followed by a number (images will be shown in this order) and the title of the work. Example: smith-john-1-title.

Provide four jpegs of (one for each piece of art) and write the specifications for each below.

#### **Image 1 - Artwork**

Title:

Media:

Image Size – height x width (in inches)

#### **Image 2 - Artwork**

Title:

Media:

Image Size – height x width (in inches)

#### **Image 3 - Artwork**

Title:

Media:

Image Size – height x width (in inches)

#### **Image 4 - Artwork**

Title:

Media:

Image Size – height x width (in inches)

#### **Image5 – BIO photo**

Provide one photo of yourself, preferably a head shot. Please title the image with your last name and first name followed by biophoto. (Example: smith-j-biophoto.jpg)

Indicate how you want your work to be categorized for search engines: (Choices are listed in italics and you may pick as many as you think fit your work.)

**MEDIA:** *Acrylic, Assemblage, Batik, Ceramics, Collage, Digital Art, Drawing, Encaustic, Etching, Glass, Gouache, Mixed Media, Oil, Pastel, Photography, Print Making, Sculpture, Serigraphy, Spray Paint, Textile Arts, Watercolor & Water Media, Videography*

**STYLE:** *Abstract, Classical, Colorist, Contemporary, Expressionistic, Figurative, Impressionistic, Non-Representational, Plein Air, Portraiture, Representational, Surrealistic, Traditional*

**SUBJECT:** *Animals, Architecture, Fantasy/Allegorical/Metaphorical, Landscapes, Nature, People, Still Lives, Objects*

### **BIOGRAPHICAL INFORMATION:**

Write your bio here, using the accompanying guidelines. (Suggested 250 word limit. Approximately 4 paragraphs.)

### **ARTIST STATEMENT:**

Write your artist statement here using the accompanying guidelines. (Suggested 250 word limit. Approximately 4 paragraphs.)

### **RESUME:**

Your resume is a list of your: Solo exhibitions, Group Exhibitions, Awards, Affiliations, Collections, Education. In your Exhibition categories, list most recent dates first and use this format: Date, Show Title, Gallery, City, State

***If you have no info for a certain category, simply leave it blank and we will remove the category headline on your web page. If you have your resume/bio in another format, we will upload it as it is. We are not editors and cannot revise your submission to conform to this format. Please look at other artist's bios to see how flexible this section can be.***

Solo Exhibitions:

Group Exhibitions;

Awards & Honors:

Affiliations:

Collections:

Education: