

# Hanover Area Arts Guild

## Website: Members' Artwork Page Guidelines \*

Membership in the Hanover Area Arts Guild entitles members to a listing on the Members' Artwork Page of the Guild website (<https://hanoverareaarts.com/portfolio/>). Artists will be listed under the category(ies) which reflect the nature of their work. Listings will be linked to a personalized page which will include an artist's photo, a short biography, a four-image slideshow of artwork and up to three external links to either an email address, Social Media account and/or other website.

### SUBMITTING ARTWORK PAGE REQUESTS VIA eMAIL

Request for a new Member Artwork Page may be made by sending an email to [info@hanoverareaarts.com](mailto:info@hanoverareaarts.com). The email Subject Line should include Your Name and Member Artwork Page Request. The following should appear in the body of the email, clearly identifying Name, Artwork Category, Bio Sketch and Links:

**NAME** — Include your name as you wish it to appear on the web page.

**ARTWORK CATEGORY** — List the category(ies) by name which best describe(s) your work:  
Oils/Acrylics, Watercolor, Photography/Digital, Other Media, Fiber/Jewelry, Multi-Medium, or Student.

**BIO SKETCH** — Provide a biographical sketch (not to exceed 250 words).

**LINKS** — Include up to three links you wish to have included on your page: email, social media and/or websites. Include exact link information.

In addition to this content, attach to the email your Bio photo and up to 4 additional photos of your work according to the following guidelines:

**IMAGE FORMAT:** .jpg or .png

**QUANTITIES:** 1 Bio image and up to 4 images of your artwork

**BIO IMAGE NAME:** Artist Full Name *e.g. Andy Warhol.jpg*

**ARTWORK IMAGE NAME:** Artist Last Name.Title (indicate size and media)  
*e.g. Warhol.MyFavoritePainting.jpg (10 x 10, acrylic)*

**ARTWORK IMAGE SPECIFICATIONS** — Images should be clear, in focus, undistorted and devoid of date stamps or other extraneous markings. File size should be limited to under 2.5 MB per image (no more than 1,000 pixels by 1,000 pixels — if you are a pixel counter). Remember, the larger the images submitted, the larger the file size. This could result in problems when submitting the images to the Guild via email and will require additional manipulation to prepare them for display on the web.

### REQUESTS FOR EDITS TO EXISTING MEMBERS' ARTWORK PAGES \*\*

emails requesting changes to existing pages should also be sent to [info@hanoverareaarts.com](mailto:info@hanoverareaarts.com). The email Subject Line should include Your Name and Member Artwork Page Edit Request. Clearly identify what needs to be changed on your page and apply the Guidelines outlined above. Members who require edits to their pages are asked not to make change requests more frequently than every 6 months.

\* These guidelines apply to all NEW Members' Artwork pages.

\*\* Existing Artwork pages added prior to the creation of these guidelines will continue to appear as they are at this time, but the Guild will begin applying these Guidelines gradually to member pages at the end of 2020. Any change requests by members to their grandfathered pages before the end of 2020, however, will need to meet the above guidelines regarding bio sketches and image file size recommendations.