

## HOW TO SUBMIT YOUR WORK

New to submissions? Here is a sample email to show you what we are looking for....

- Tell us a little about yourself if we have not yet met!
- Include your **full name** and your **mailing address** as well as a **phone number** where we can reach you for questions or confirmation.
- Be sure to include a list of all your attached images that lists the **title, size** (framed and unframed), **medium and price** of each piece.
- Please **attach** the image files instead of embedding them in your message.
- If possible, try to **name your images** with the appropriate titles of the work before attaching to your email. Also if possible, try to **attach images in the same order as your itemized list** so that the order of the images in the email corresponds with the order of the list. All of these things help us clarify what piece we are looking at when reviewing a submission.
- If you don't hear back from us, please give us a call. Sometimes submissions may get missed in the spam email folder, so feel free to confirm that your email made it through.  
Thanks for your submission, we look forward to working with you!

Hi, my name is Jane,

I would like to submit the following work for consideration in your gallery. I work primarily in oil but also have acrylic and watercolor work as well. I live in the Chattanooga area and am a practicing nurse. I look forward to hearing from you!

**Submissions:**

1. **Tree in the Park**  
16x20 (20x24 framed)  
acrylic  
\$250
2. **Pasture Land**  
30x40 (38x48 framed)  
Oil  
\$590

*SAMPLE  
EMAIL*

Thank you,  
Jane Doe

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