



# LOCAL ADJUDICATION HANDBOOK

# 2018/2019



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# Introduction

Hosting a local adjudication is an exciting and rewarding experience. In this handbook you will find everything that you need to make the process of putting on your Local Adjudication smooth and straightforward.

In the sections that follow you can find complete descriptions of entry requirements, responsibilities for adjudicators, host arts councils and OSAC. In addition, all the forms required and sample letters of agreement can be found at the back of the handbook.

Finally, just in case you can't find it in this handbook, you can always call OSAC's Visual and Media Arts Coordinator at 586-1252. Good luck with your adjudication!

# OSAC's VISUAL ARTS PROGRAM AIM

The aim of the visual arts program is to assist arts councils to develop awareness and appreciation for the visual arts in the province of Saskatchewan.

1. **To provide quality exhibitions to Saskatchewan communities that will enhance awareness and appreciation of Saskatchewan artists.**

Action – Develop and maintain the touring program *Arts on the Move* consisting of OSAC exhibitions and exhibitions mounted by outside organizations.

2. **To enhance art appreciation and education through assisting arts councils to develop visual arts programming.**

Action – Provide educational resource material for touring exhibitions

Action – Support arts council's efforts to develop visual arts programming through the *Visual Arts Program grant*

3. **To assist in the creative and professional development of Saskatchewan Visual artists.**

Action – To provide funding to arts councils for Local Adjudications, which provide opportunities for visual artists and craftspeople to exhibit their work and develop critical skills through participating in group and individual critiques with adjudicators.

Action – To tour the work of emerging and professional Saskatchewan artists to OSAC's arts council members through utilizing its touring network and providing access to audiences in up to twenty-four communities.

4. **To collaborate and co-operate with visual arts organizations and institutions that share a similar aim.**

Action – Keep an active dialogue with such organizations as the Saskatchewan Arts Board, CARFAC SASK, U of R and U of S, the Remail Modern and MacKenzie Art Galleries, etc.

# Responsibilities

## A. ARTS COUNCIL – The arts council will:

- Decide on the date and location of the local adjudication.
- Select and contact the adjudicator(s) (you may use OSAC's list provided in the **Visual Arts Resource Manual**. **But it is not mandatory**)
- Notify OSAC at least two months prior to the event by sending in a copy of the **Local adjudication Registration Form** supplied in this handbook.
- Advertise the exhibition at least two months prior to the entry deadline to encourage maximum participation.
- Register artists using the **Local Adjudication – Entry Form**. **Copy this and all forms from the original in this handbook.** Arts councils are encouraged to charge an **entry fee** for the **Local Adjudication** of \$5.00 to \$10.00 for artists attending the critique. Note that this is per artist, not per work entered.
- Make artists aware of their right to an exhibition fee and either negotiate a fee or waiver. A contract must be signed if the works are to appear on public display. Contracts and waiver forms can be found in this handbook and can be copied as required. Fees should be paid for an exhibition of more than three days in duration, if only nominal (e.g. \$5.00 per work).
- Enter artists into the adjudication no later than two weeks prior to the opening of the event.
- Act as host to the adjudicator(s) and assist in any way necessary.
- Supply the adjudicator with a **contract, expense form, comment sheet and list of works** in the exhibition.
- Organize an opening for the local adjudication. This is optional but recommended.
- Pay the adjudicator(s), noting that the fee for professional consultation is **\$536.00/day** and **\$304.00/ half day** (a half day is less than or equal to 4 hours while a full day is up to 8 hours). Fees are based on CARFAC's recommended minimum fee schedule for 2018 and are subject to change each year. CARFAC presentation/ consultation fees for 2018 are listed at:
  - \$536.00 for more than 4 hours, up to 8 hours

- \$304.00 for 4 hours or under
- OSAC recommends that **travel time** be considered as part of the resource person's work day, especially if the resource person is traveling more than 2 hours.

For more information on CARFAC's fee schedule, check out their website at [www.carfac.sk.ca](http://www.carfac.sk.ca).

- Supervise the repackaging of the art works entered. Artists are responsible for their own works.
- Be responsible for **insuring** the works entered in the local adjudication for the period that they are in the arts council's care.
- Complete and return to OSAC's office immediately after the adjudication (a) **Artist(s) Selected form**, (b) **Local Adjudication Evaluation** (c) **Evaluation of the Adjudicators** (d) **List of Participating Artists**.
- Adhere to OSAC's regulations for Local Adjudications, realizing that arts councils are encouraged to organize other art programs in conjunction with a juried exhibit, such as informational workshops offered through CARFAC Saskatchewan (see the explanation of CARFAC under Policies and Definitions on page 10) and/or hands-on workshops. **Offering artists workshops in conjunction with your Local Adjudication will extend the development opportunities that the event provides. CARFAC Sask. is usually willing to offer workshops in various communities at no charge. CARFAC can be reached at (306) 522-9788 or by email at [programs@carfac.sk.ca](mailto:programs@carfac.sk.ca)**

#### B. ADJUDICATOR - The adjudicator will:

- Be contacted by an arts council and upon agreement to adjudicate, be informed of the date, and time of the event.
- Arrange for his/her own transportation, lodging (if necessary) and meals.
- Select an artist or artists to be recognized as accomplished, emerging artists.
- Give individual and/or group critiques that are meant to be helpful and positive to the participating artists. **It is the adjudicator's right to choose the format for the critiques**, and this must be discussed prior to the event.

- Give lectures and/or workshops for the participating artists. This is **optional** and is to be decided upon between the adjudicator and the arts council. Arts councils should realize the time added onto the adjudicator's day is significant, such that they may be charged extra especially if travel distance is significant.
- Return the **expense form** to the arts council and the **evaluation form** to the OSAC office upon completion of the adjudication. Payment for the adjudication and additional expenses will be the responsibility of the host arts council.

### C. OSAC - OSAC will:

- Provide the arts councils with an updated Local Adjudication Handbook.
- Provide information sheets to the arts councils to hand out to participant artists. These sheets include the Entry Requirements, Criteria for Selection, Adjudication Process, etc.
- Compile information from the evaluation forms submitted by the arts councils.
- Contact selected artists with an invitation to submit an exhibition proposal to OSAC. Artists will be supplied with information on how to develop an exhibition proposal.
- Determine a deadline for submitted exhibition proposals from selected, adjudicated artists.
- Receive and compile submitted proposals.
- Organize a jury of arts professionals to review the exhibition proposals and choose works for a touring exhibition.
- Contact artists selected to tour to arrange for receipt of works.
- Present the touring exhibition at the Visual Arts Showcase at OSAC's conference, *Showcase*.

# Policies & Definitions

This information is supplied as reference material:

1. The number of adjudicators who may be contracted for a local adjudication is as follows:

Up to 20 participants	1 adjudicator
21 - 35 participants	2 adjudicators
More than 35	3 adjudicators

## **CARFAC (Canadian Artists' Representation/ le Front des Artistes Canadien)**

– CARFAC is a national organization that works to protect the rights of artists and increase their status in society. CARFAC SASK is the provincial branch of this organization, providing Saskatchewan artists with free workshops on many important topics as well as monitoring the activities of all exhibiting organizations in the province.

## **Professional Artist:**

The term artist can be broadly interpreted. CARFAC, for the purpose of membership, uses the definition of the International Association of Art.

An artist may be considered professional not only if (s)he earns a living through art, but also by any one of the following criteria:

- if (s)he possesses a diploma in painting, sculpture or graphics, or in other areas considered by the cultural criteria of the country, to be within the domain of the fine arts.
- if (s)he teaches art in a school of art or applied arts
- if the artist's work is often seen by the public or is exhibited frequently or regularly in group shows or individual exhibitions, in the country or abroad.
- If the person is recognized as an artist by the consensus of opinion among other professional artists in the country, even if the person possesses none of the preceding qualifications.

And furthermore,

- the word "artist" signifies any person who devotes a qualitatively important part of his/her life to expressing and communicating an aesthetic vision of the world and who is or asks to be recognized as an artist within the society in which (s)he lives, whether or not (s)he is bound by any relations of employment or association (UNESCO).



### **Emerging Artist:**

There is no standard definition of an emerging artist. OSAC refers to an artist that is emerging as one that is at the beginning of his/her career, one that has not yet have received widespread recognition of his/her work by Saskatchewan art/craft galleries and is not solely supporting him/herself through the sale of work. Artists can be considered emerging and professional.

The Saskatchewan Arts Board defines an emerging artist, to determine eligibility for their “C” grant category, as:

Artists or individuals working in the arts striving to achieve a professional level in their discipline, and who:

- can demonstrate their commitment to the development of specialized skills or knowledge in their discipline
- can demonstrate their commitment to the achievement of a professional level in their discipline through training, mentorships or peer recognition; and
- are producing a growing body or repertoire or body of work.

## Entry Requirements for Local Adjudications

1. Participants must be considered emerging artists, meaning that they are at the beginning of their careers, that they must not yet have received widespread recognition of their work by Saskatchewan art/ craft galleries and not be solely supporting themselves through the sale of their work. **Artists can be considered emerging and professional.** (For further clarification, see the handout “Definition of a Professional Artist.”)
2. Participants must provide 5 works completed within the past 3 years to be considered eligible. Previously adjudicated works may be entered. Each 2-dimensional artwork must be framed and ready for hanging.
3. There is no size restriction on works entered, although adjudicators should be conscious of suitability of touring.
4. Participants are encouraged to enter in the Local Adjudication nearest them. It is left to the arts council’s discretion to decide whether an artist may register in **more than one adjudication per year** or in a local adjudication **which is not nearest** to the artist’s residence. Arts councils should keep in mind that artists may wish to have their work critiqued by more than one adjudicator or have a preference of one adjudicator over another. For the latter reason, **the name(s) of the adjudicator(s) must be advertized prior to the event.**
5. Artists whose work was chosen to tour in the past may still enter a Local Adjudication. However, they are not eligible to submit an exhibition proposal to OSAC to be considered for another touring exhibition until 2 years following the completion of their tour.

***Artists selected to tour their work in a group exhibition of more than***

**3 people (4+) are exempt from this clause.**

6. OSAC follows the standards for craft entries as defined by the Saskatchewan Craft Council. We hope that the following excerpt is useful:

*All the basic concepts of design should be considered and all pieces should be well executed and well finished. While the items are primarily hand manufactured (ie: by hand, hand tools or hand-controlled processes), ready-made components are acceptable where their use is clearly appropriate to the nature and design of the work.*

*Articles made from moulds are acceptable only where the mould is subordinate to the product of the craftsperson or where the mould is subordinate to the craftsperson's creativity.*

*Any article in any media using a commercial kit is automatically disqualified.*

*Traditional items such as Ukrainian tablecloths, Venetian lace, etc. have a greater emphasis on craftsmanship rather than innovations and exploration of material. Both approaches are equally valid and all pieces should be judged on the overall success of the design.*

7. OSAC encourages participation by both visual artists and craftspeople at local adjudications. We hope that the combination of different media will enhance the touring exhibitions which travel Saskatchewan.
8. Arts councils may decide to have different entry categories for the participants. For example:

Category A – must have 5 artworks

-wish to submit an exhibition proposal to OSAC to be considered for a touring exhibition.

Category B – less than 5 artworks

-would like a critique and an opportunity to exhibit.  
-would not like to submit an exhibition proposal to OSAC to be considered for a touring exhibition.

# Adjudication Process

Throughout the province of Saskatchewan, local adjudications are hosted and funded partly by arts councils, and by the Organization of Saskatchewan Arts Councils (OSAC) through Sask. Lotteries and the Saskatchewan Arts Board.

These programs promote the growth of culture by providing opportunities for visual artists and craftspeople to exhibit their work, participate in informational and hands-on workshops and develop critical skills through participating in group and individual critiques with adjudicators. Individuals that are noted to be accomplished emerging artists at the adjudication by the adjudicator/s (first, second, third place and honourable mentions) will be invited to submit exhibition proposals to OSAC to be considered for a touring exhibition.

Exhibition proposals submitted by artists will be juried by a committee of arts professionals. The committee may choose artists' works based on a solo, duo, trio or group show. Artists' works that are chosen by the committee will tour throughout the province in OSAC's *Arts on the Move* program for three years. The touring artists will receive exhibition fees based on a negotiated CARFAC minimum fee schedule.

It is our pleasure to participate in the celebration, development, and support of your creative activity. We welcome each of you.

## **For the best presentation of your work, keep these things in mind when entering the local adjudication:**

1. Choose only your best work!
2. If you work in several different mediums, don't enter one of each. Submit work that has a sense of continuity to show a sense of maturity in the art making.
3. Choose a grouping of works that have a similar theme. This will show the adjudicator that you have a creative direction in your work.

# Criteria for Selection

*Notes on the adjudication process  
for artists and adjudicators.*

Since visual art is visual communication, your instincts will be alert to which works communicate to you. Note this, and then inquire how much this communication must do with the work and how much has to do with your personal vision. If you are a single adjudicator, this is the most challenging aspect of your job!

The process of adjudicating works of art is much like the process of teaching art - each adjudicator, as each educator, brings to this process his/her own experience and bias. Whether we admit to a bias or not, this is simply a human trait. In order to fully address each work you are presented with, begin by addressing your own position, recognizing and laying aside your personal bias.

Many adjudicators are artists who have spent many years developing a personal vision. They also have, through the study of the history of visual art (visual communication), acquired an **aesthetic judgement**. *Both **personal** and **historical vision*** are skills which serve the adjudication process!

In approaching an adjudication, both the **heart** and the **mind** work together. It matters little from which point you begin. The marriage of the two can create an equitable decision.

Technically, works are assessed on their demonstration of **technical skill**, adept **manipulation of the media** and of the **visual elements** and **principles of design** (**colour, light, space, composition**). Note in which pieces these skills and elements **work together** to create a strong communication. These are the works to keep in mind in the final analysis.

It is not necessarily the mastery of skills that is the mark of excellence in a work of art. It is essential to keep a balanced eye - one which considers skill as a vehicle towards expression, and not the expression itself. Keep an eye open for what may at first appear simple or naive, but may contain the heart of what matters - **communication**.

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Each artist who has exhibited and joined the critique process furthers his/her development, recognizing that art is not only a product but also a process!

The adjudication process is a learning process. In *working together* both artist and adjudicator expand their visual perception and their critical and creative skills.

# Contracts & Forms

*The following pages are your original forms, to be kept with this handbook and copied as needed. They will occasionally be updated, at which time, replace the old with the new.*

*the host arts council is responsible for sending in the*

## **A. Local Adjudication Registration Form**

*The following forms & information sheets should be presented to the artists:*

## **B. Local Adjudication Entry Form & Entry Requirements**

The local adjudication entry form is a combination of entry form, agreement to waive exhibition fees for a period not exceeding three days, and explanation of entry requirements (on the back). You may make copies of it to distribute to local artists.

*If the exhibition is held in conjunction with the local adjudication and is to be longer than the three days maximum for waiver of artist's fees, you will have to either change the waiver agreement on the registration form or pay the artists at least a nominal artist's fee. In either case, the Exhibition Agreement for artists must be signed to protect all parties. It is the responsibility of the arts council to organize the details and negotiate the expenses for all program plans. In order to protect all parties involved, and avoid misunderstandings, the artist will sign the Exhibition Agreement for the arts council will keep Artists Contract, one copy of which and the other goes to the artist.*

## **C. Exhibition Agreement for Artists (contract)**

**\*Criteria for selection**

**\*Adjudication Process**

## **D. List of Labels**

*The form listed below should be sent to the adjudicator(s) upon contracting them.*

## **E. Adjudicator's Letter of Agreement**

*The following forms should be given to the adjudicator(s) on the day of the local adjudication, as well as a complete list of works and a list of participating artists:*

## **F. Local Adjudication Expense Form**

## **G. Adjudicator's Comments**

*The following forms must be sent to OSAC's office immediately following the local adjudication:*

## **H. Local Adjudication Evaluation**

## **I. Evaluation of Adjudicator(s)**

## **J. Local Adjudications Artist(s) Selected**

## **K. Local Adjudication Artists Evaluation**

## **L. Artists List**

*\*If the arts council received funding from OSAC for the Local Adjudication, the arts council should submit a Program Grant Follow-up Report no later than 30 days after the Local Adjudication has been held.*

# LOCAL ADJUDICATION REGISTRATION FORM

The \_\_\_\_\_ Arts Council  
will hold a Local Adjudication on \_\_\_\_\_ (date) at  
\_\_\_\_\_ (time) at \_\_\_\_\_ (location).

The following adjudicator(s) has/have been contracted and has/have agreed to attend:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

Complete and send this form to OSAC's office at least two months prior to your Local Adjudication.

OSAC  
Visual and Media Arts Coordinator  
1102 – 8<sup>th</sup> Avenue  
Regina, SK S4R 1C9

# LOCAL ADJUDICATION ENTRY FORM

**Artist:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email: (required)** \_\_\_\_\_

*Please be sure to include the "VALUE" of the artworks for insurance purposes.*

	Title	Medium	Size	Year	Value
<b>1.</b>			__ X __ (inches)	_____	\$
<b>2.</b>			__ X __ (inches)	_____	\$
<b>3.</b>			__ X __ (inches)	_____	\$
<b>4.</b>			__ X __ (inches)	_____	\$
<b>5.</b>			__ X __ (inches)	_____	\$

My two-dimensional work is framed and ready for hanging.  Yes  No

### Exhibition Fee – Agreement to Waive

According to copyright law, artists are entitled to an exhibition fee whenever their work appears for public display. Your signature on this form indicates that you are aware of this fact and are willing to waive your fee.

I \_\_\_\_\_ (artist signature) agree to waive the right to receive an artist's fee for a period not exceeding three days, during the jurying and subsequent display of artworks at the local adjudication hosted by \_\_\_\_\_ (arts council) to be held \_\_\_\_\_, 20\_\_\_\_ (date) in \_\_\_\_\_, Saskatchewan (location).

# EXHIBITION AGREEMENT FOR ARTISTS

I \_\_\_\_\_ (artist name) consent to displaying the following artworks at \_\_\_\_\_ (location) on \_\_\_\_\_ (date).

The titles of these artworks are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

An exhibition fee of \$\_\_\_\_\_ will be paid by cheque prior to the exhibition.

The exhibition will not be photographed or reproduced in any way without the expressed approval of the artist except for promotional purposes.

It is understood that the artist will:

- provide all works ready for display, including secure framing as necessary
- deliver the works to the gallery/ venue and assist with installation if necessary
- assist with the dismantling of the exhibition and take works home

It is understood that the arts council will:

- organize the exhibition, prepare it for display and assist with the installation and dismantling of the exhibit
- host an opening reception and/ or other educational programs
- arrange and pay for insurance coverage for the exhibition

This agreement is found to be true and acceptable by:

\_\_\_\_\_  
Artist Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Arts Council Representative

\_\_\_\_\_  
Date



# LOCAL ADJUDICATION LABELS

*Please complete these labels and attach them securely to the backs of the artworks.*

Artist:	_____
Title:	_____
Medium:	_____
Year:	_____
Value:	_____

Artist:	_____
Title:	_____
Medium:	_____
Year:	_____
Value:	_____

Artist:	_____
Title:	_____
Medium:	_____
Year:	_____
Value:	_____

Artist:	_____
Title:	_____
Medium:	_____
Year:	_____
Value:	_____

Artist:	_____
Title:	_____
Medium:	_____
Year:	_____
Value:	_____

# ADJUDICATOR LETTER OF AGREEMENT

I \_\_\_\_\_ (adjudicator name) agree to act as an adjudicator for the Local Adjudication hosted by:

\_\_\_\_\_ (arts council) held on

\_\_\_\_\_ (date) located at

\_\_\_\_\_ (location).

The contact person will be \_\_\_\_\_ (name).

As agreed, the adjudicator will be paid \$\_\_\_\_\_ by cheque, directly following, within ten days, of the adjudication date for his/her services (including expenses for travel, meals and accommodation).

It is understood that the adjudicator will:

- provide a list of all activities as discussed, such as slide lectures, workshops, etc.
- provide a list of materials or supplies to be brought for any workshops
- reviewing and assess the work of the participating artists
- critique the work in a group setting and/or with individual artists

It is understood that the arts council will:

- provide a list of all activities as discussed
- provide a list of works in the exhibition and a list of participating artists
- provide a contract, expense form and comment sheet
- have the artworks arranged in an organized manner or installed in the venue for the adjudication process

This agreement is found to be true and acceptable by:

\_\_\_\_\_  
Adjudicator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Arts Council Representative

\_\_\_\_\_  
Date

# LOCAL ADJUDICATION EXPENSE FORM

*This form is to be completed by the adjudicator(s). Please return this form to the **host arts council** with all receipts securely attached.*

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROV. \_\_\_\_\_

PHONE: (R) \_\_\_\_\_ (B) \_\_\_\_\_

NAME OF ARTS COUNCIL: \_\_\_\_\_

## EXPENSES:

Travel: \_\_\_\_\_ kilometers x \$0.40/km = \$ \_\_\_\_\_

Accommodation: \_\_\_\_\_ nights x \$ \_\_\_\_\_ /night = \$ \_\_\_\_\_

Meals: \_\_\_\_\_ breakfast(s) at \$14.00 = \$ \_\_\_\_\_

\_\_\_\_\_ lunch(s) at \$15.00 = \$ \_\_\_\_\_

\_\_\_\_\_ supper(s) at \$22.00 = \$ \_\_\_\_\_

Telephone calls/ faxes: = \$ \_\_\_\_\_

Photocopying: \_\_\_\_\_ sheets at \$ \_\_\_\_\_ /sheet = \$ \_\_\_\_\_

**TOTAL EXPENSES:** \$ \_\_\_\_\_

# ADJUDICATOR COMMENTS

*Feedback on local adjudications is an essential part of our ongoing evaluation of visual arts programming. Please complete the following form and send it to the OSAC office.*

**Name of Adjudicator:** \_\_\_\_\_

**Name of Arts Council:** \_\_\_\_\_

**Date of Adjudication:** \_\_\_\_\_

Please make general comments on the following items:

1. The reception of the host arts council towards you was:
2. The adjudication was organized in conjunction with other events:  
\_\_\_\_\_ yes      \_\_\_\_\_ no
3. Comment on the quality of work, both art and craft:
4. Was the local adjudication organized and set up upon your arrival?  
\_\_\_\_\_ yes      \_\_\_\_\_ no
5. Comment on the display of the work and the facility used for the adjudication:
6. Were the participants receptive to the critique?
7. Did you conduct a group or individual critiques?
8. Did you find adjudicating difficult due to the work entered being too varied in medium and quality?
9. Other comments:
10. How can OSAC improve its adjudication system, information to artists and adjudicators? We value your input!

Please complete and send this form to OSAC's office following the Local Adjudication.

**OSAC**  
**Visual and Media Arts Coordinator**  
**1102 – 8<sup>th</sup> Avenue**  
**Regina, SK S4R 1C9**

# LOCAL ADJUDICATION EVALUATION

ARTS COUNCIL: \_\_\_\_\_

EVENT:

How many artists entered the Local Adjudication? \_\_\_\_\_

How many of these artists submitted 5 artworks? \_\_\_\_\_

How many days was the exhibition held? \_\_\_\_\_

How many people attended the exhibition? \_\_\_\_\_

Was the Local Adjudication held in conjunction with any other programs?

Yes       No

If so, check the box with the appropriate program or list under 'Other'?

Art Workshop: please list \_\_\_\_\_

CARFAC Workshop: please list \_\_\_\_\_

Presentation: please list \_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_

Was an official opening reception held?       Yes       No

If so, what was the attendance? \_\_\_\_\_

Please list Town/City Council, government representatives or other special guests who attended the exhibition.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Immediately following the Local Adjudication, please complete this form and return to:*

**OSAC**  
**Visual and Media Arts Coordinator**  
**1102 – 8<sup>th</sup> Avenue**  
**Regina, SK. S4R 1C9.**

# EVALUATION OF ADJUDICATOR(S)

ARTS COUNCIL: \_\_\_\_\_

ADJUDICATOR(S): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How long did the adjudicator(s) spend evaluating the artworks? \_\_\_\_\_ hrs.

The Adjudicator(s) gave a critique to the artists:

as a group       individually       both

How long did the adjudicator(s) spend on the critiques? \_\_\_\_\_ hrs.

Using the space provided below, please give comments about the adjudicator(s) at the local adjudication, ie: did they speak clearly, did they answer questions thoroughly, did they offer good advice, etc.:

Would you recommend the adjudicator(s) to other arts councils?

Yes     No

OVERALL EVALUATION:       Excellent     Good     Fair

---

*Please mail this evaluation to the OSAC office after the local adjudication is completed.*

**OSAC**  
**Visual and Media Arts Coordinator**  
**1102 – 8<sup>th</sup> Avenue**  
**Regina, SK. S4R 1C9.**

# ARTISTS SELECTED

ARTS COUNCIL: \_\_\_\_\_

ARTIST: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY/TOWN: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_  
 PHONE: (H) \_\_\_\_\_ (B) \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**LIST OF WORKS:**

	Title	Media	Size (LxHxD)	Year	Value
1.	_____	_____	_____	_____	\$ _____
2.	_____	_____	_____	_____	\$ _____
3.	_____	_____	_____	_____	\$ _____
4.	_____	_____	_____	_____	\$ _____
5.	_____	_____	_____	_____	\$ _____

ARTIST: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 TOWN/CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_  
 PHONE: (H) \_\_\_\_\_ (B) \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**LIST OF WORKS:**

	Title	Media	Size (LxHxD)	Year	Value
1.	_____	_____	_____	_____	\$ _____
2.	_____	_____	_____	_____	\$ _____
3.	_____	_____	_____	_____	\$ _____
4.	_____	_____	_____	_____	\$ _____
5.	_____	_____	_____	_____	\$ _____

ARTIST: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 TOWN/CITY: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_  
 PHONE: (H) \_\_\_\_\_ (B) \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**LIST OF WORKS:**

	Title	Media	Size (LxHxD)	Year	Value
1.	_____	_____	_____	_____	\$ _____
2.	_____	_____	_____	_____	\$ _____
3.	_____	_____	_____	_____	\$ _____
4.	_____	_____	_____	_____	\$ _____
5.	_____	_____	_____	_____	\$ _____

# ARTISTS

## LOCAL ADJUDICATION EVALUATION

Location \_\_\_\_\_

Date \_\_\_\_\_

Name of artist \_\_\_\_\_

Name of Adjudicator \_\_\_\_\_

*Thank you for participating in an OSAC Local Adjudication. Your responses are valuable in reporting to funding agencies and modifying programs. We would appreciate it if you could take a few minutes to complete this form. You do not need to sign to sign your name.*

1. Was the adjudication an enjoyable experience for you?  Yes  No

Why? \_\_\_\_\_

2. Did you learn anything?  Yes  No

What did you learn? \_\_\_\_\_

3. Was the adjudication held at a good time of the year?  Yes  No

When could be better? \_\_\_\_\_

4. Why did you attend the adjudication? \_\_\_\_\_

5. Were your expectations met? How? \_\_\_\_\_

6. How many adjudications have you attended? \_\_\_\_\_

7. How did you hear about this one? \_\_\_\_\_

8. What did you think about the adjudicator? Was she/he approachable and helpful? \_\_\_\_\_

9. Have you ever taken art courses? \_\_\_\_\_

From whom and what were they? \_\_\_\_\_



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10. Please offer any other comments you have...

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Thank you for your time and participation.

**If you have any questions about OSAC and its programs, please contact:**

**OSAC  
Visual and Media Arts Coordinator  
1102 8<sup>th</sup> Avenue  
Regina, SK  
S4R 1C9**

**Ph: 306-586-1252 Fx: 586-1550  
email: info@osac.ca**

# PARTICIPATING ARTISTS' LIST

## OSAC LOCAL ADJUDICATIONS

ARTS COUNCIL: \_\_\_\_\_

Name

Email Address

Name	Email Address