



## **Call to Artists**

**Overview: How to propose exhibits for Arts at the Airport  
using Callforentry.org (CaFE)**

**SAMPLE PROCESS**

# Arts at the Airport Call to Artists 2012-2013

## Registering/Logging-in

- Go to [www.callforentry.com](http://www.callforentry.com).
- If you have not registered, click the button at the top right corner of the screen labeled, “**First Time Users Register Here.**”

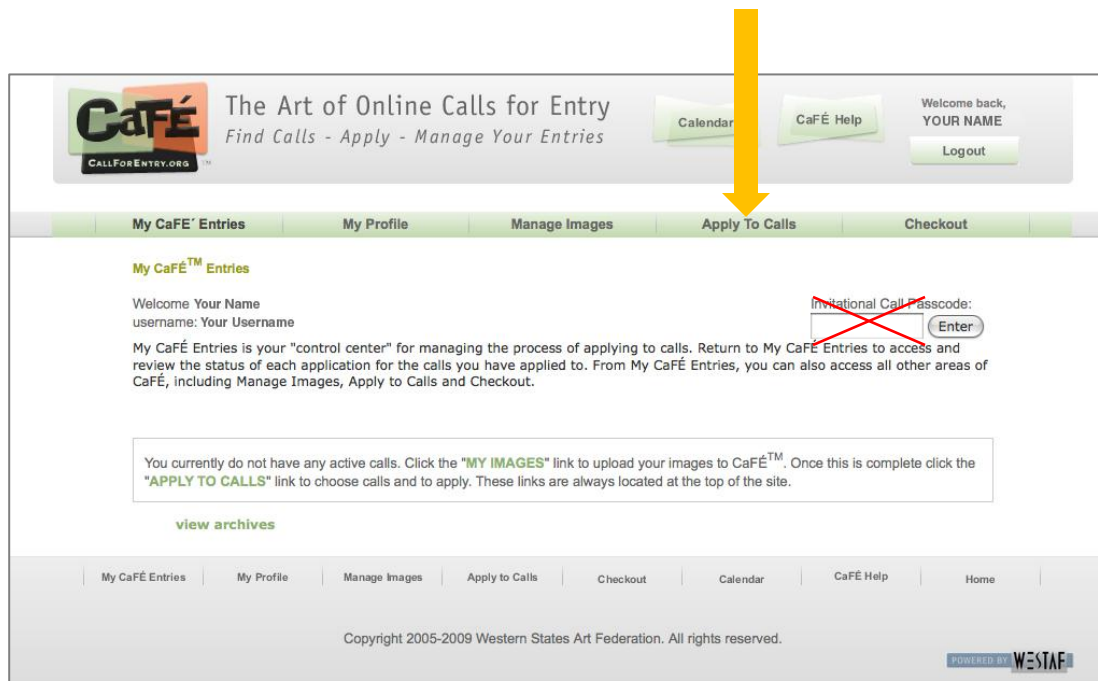


- Create a new username and password. Once you have registered, you may apply to several open calls, as well as receive e-mail notices from Callforentry.org when new art opportunities are announced.
- If you are already registered with this site, use the “**Username**” and “**Password**” Login options toward the top center of the screen.

# Arts at the Airport Call to Artists 2012-2013

## Applying to the Call

- After you have logged in, you will see the welcome screen below.
- **Please note:** you do **not** need to input any information into the “Invitational Passcode” box. Leave this box blank.
- Click on the “**Apply to Calls**” option in the light green menu bar.



The screenshot displays the CaFÉ website interface. At the top, the CaFÉ logo is on the left, followed by the text "The Art of Online Calls for Entry" and "Find Calls - Apply - Manage Your Entries". To the right, there are buttons for "Calendar", "CaFÉ Help", and "Logout", along with a "Welcome back, YOUR NAME" message. Below this is a light green menu bar with the following items: "My CaFÉ Entries", "My Profile", "Manage Images", "Apply To Calls", and "Checkout". A yellow arrow points to the "Apply To Calls" item. The main content area shows a "My CaFÉ™ Entries" section with a welcome message and a "username: Your Username" field. There is a "Invitational Call Passcode:" label with a red 'X' over it and an "Enter" button. Below this is a message box stating: "You currently do not have any active calls. Click the 'MY IMAGES' link to upload your images to CaFÉ™. Once this is complete click the 'APPLY TO CALLS' link to choose calls and to apply. These links are always located at the top of the site." At the bottom, there is a "view archives" link and a footer with the text "Copyright 2005-2009 Western States Art Federation. All rights reserved." and a "POWERED BY WESTAF" logo.

# Arts at the Airport Call to Artists 2012-2013

## Applying to the Call

- Scroll through the list of art opportunities until you find the **Arts at the Airport** listing, or go directly to our listing:  
[https://www.callforentry.org/festivals\\_unique\\_info.php?ID=888&sortby=fair\\_name&apply=yes](https://www.callforentry.org/festivals_unique_info.php?ID=888&sortby=fair_name&apply=yes)
- **Please read all submission guidelines carefully before you apply.**
- When you are ready to begin the application process, click on the **“Apply to This Call”** link beneath the Arts at the Airport logo.

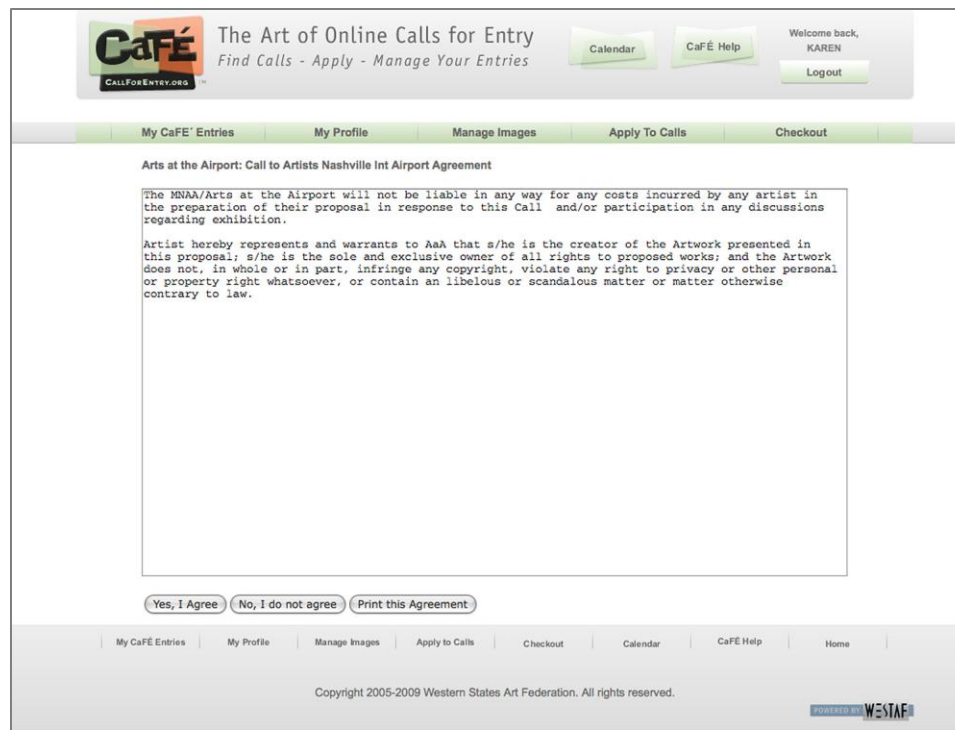


The screenshot displays the website interface for the Arts at the Airport call to artists. At the top, there is a navigation bar with the 'CaFé' logo and the text 'The Art of Online Calls for Entry'. Below this, a secondary navigation bar includes links for 'My CaFé Entries', 'My Profile', 'Manage Images', 'Apply To Calls', and 'Checkout'. The main content area features the 'arts at the airport' logo and the title 'Arts at the Airport: Call to Artists Nashville Int Airport'. A prominent yellow button labeled 'APPLY TO THIS CALL' is highlighted. Below this button, there are links for 'BACK TO PARTICIPATING CALLS', 'CONTACT EVENT', and 'REQUIREMENTS'. A 'View Site Details' link is also present. A 'NOTE ABOUT ELIGIBILITY' section states that the opportunity is open only to Tennessee residents or artists with a strong connection to Tennessee. Further down, there is information about the 'FLYING SOLO' exhibition series, including its history and the types of art categories accepted for submission.

# Arts at the Airport Call to Artists 2012-2013

## Reviewing Terms of Agreement

- You will be shown a “terms of agreement” statement outlining rights and liabilities for this process. Please review and click “**Yes, I Agree**” to continue.



The screenshot shows the CaFÉ website interface. At the top, the logo 'CaFÉ' is displayed next to the text 'The Art of Online Calls for Entry' and 'Find Calls - Apply - Manage Your Entries'. There are buttons for 'Calendar', 'CaFÉ Help', and 'Logout'. A user is logged in as 'KAREN'. Below the navigation bar, the page title is 'Arts at the Airport: Call to Artists Nashville Int Airport Agreement'. The main content area contains the following text:

The MNAA/Arts at the Airport will not be liable in any way for any costs incurred by any artist in the preparation of their proposal in response to this Call and/or participation in any discussions regarding exhibition.

Artist hereby represents and warrants to AAA that s/he is the creator of the Artwork presented in this proposal; s/he is the sole and exclusive owner of all rights to proposed works; and the Artwork does not, in whole or in part, infringe any copyright, violate any right to privacy or other personal or property right whatsoever, or contain an libelous or scandalous matter or matter otherwise contrary to law.

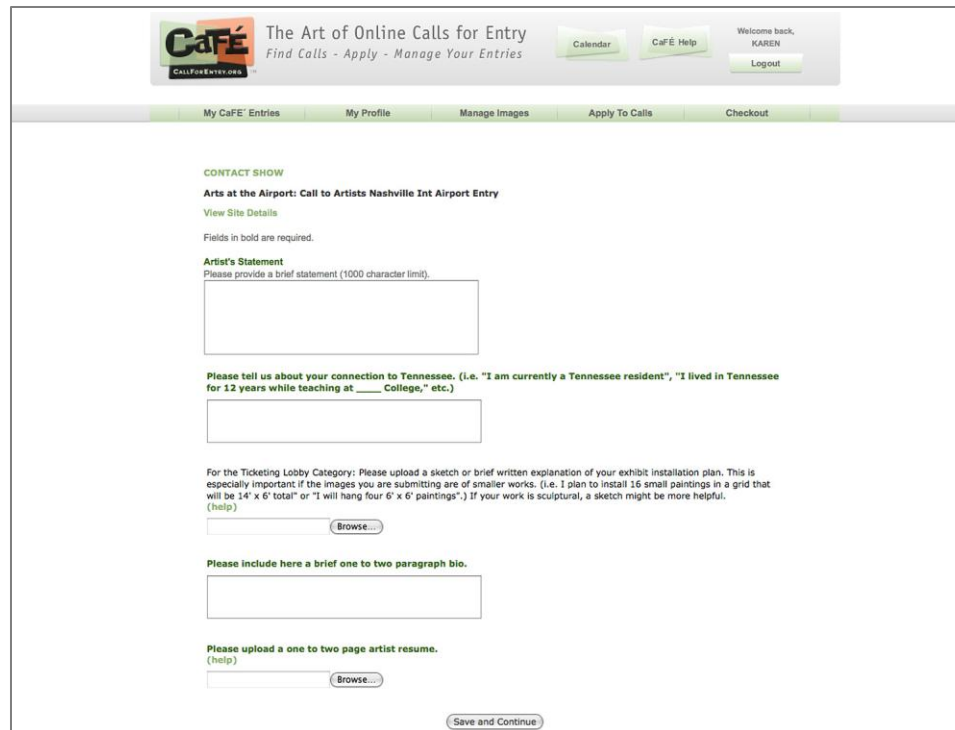
At the bottom of the agreement text, there are three buttons: 'Yes, I Agree', 'No, I do not agree', and 'Print this Agreement'.

The footer of the page includes the text 'Copyright 2005-2009 Western States Art Federation. All rights reserved.' and a logo for 'POWERED BY WESTAF'.

# Arts at the Airport Call to Artists 2012-2013

## Completing the Application

- Fill in all the blank sections of the application. You will also need to upload 7 images or your artwork where requested.
- Click “**Save Application**” button once when you have finished.



The screenshot shows the CaFÉ website interface. At the top, there is a navigation bar with the CaFÉ logo, the text "The Art of Online Calls for Entry", and links for "Find Calls - Apply - Manage Your Entries", "Calendar", "CaFÉ Help", and "Logout". Below this is a secondary navigation bar with links for "My CaFÉ Entries", "My Profile", "Manage Images", "Apply To Calls", and "Checkout".

The main content area displays the "CONTACT SHOW" section for "Arts at the Airport: Call to Artists Nashville Int Airport Entry". It includes a "View Site Details" link and a note that "Fields in bold are required." The "Artist's Statement" section is highlighted in bold and includes a text input field with a 1000-character limit. Below this is a section for "Please tell us about your connection to Tennessee" with a text input field. Further down, there is a section for uploading a sketch or installation plan, with a "Browse..." button. The "Please include here a brief one to two paragraph bio." section also has a text input field. Finally, the "Please upload a one to two page artist resume." section has a "Browse..." button. At the bottom center, there is a "Save and Continue" button.



## Sample Section

- Full-size screen grabs showing Callforentry.com pages
- Ticketing Lobby sketches – samples of submissions

# Arts at the Airport Call to Artists 2012-2013

## SAMPLE – Rules and Guidelines Page



The Art of Online Calls for Entry  
*Find Calls - Apply - Manage Your Entries*

Calendar

CaFÉ Help

Welcome back,  
KAREN

Logout

My CaFÉ Entries

My Profile

My Portfolio

Apply To Calls

Checkout



### Call to Artists - Nashville International Airport

[APPLY TO THIS CALL](#)

[BACK TO PARTICIPATING CALLS](#)  
[CONTACT EVENT](#)

REQUIREMENTS:

Images: **7**

[View Site Details](#)

**NOTE ABOUT ELIGIBILITY:** This opportunity is open only to Tennessee residents or artists who can demonstrate a strong connection to Tennessee either through prior residency or your work.

Established in 1988, the Arts at the Airport Foundation is an ever-growing, ever-changing showcase of Tennessee's cultural

# Arts at the Airport Call to Artists 2012-2013

## SAMPLE – Terms of Agreement



The Art of Online Calls for Entry  
*Find Calls - Apply - Manage Your Entries*

Calendar

CaFÉ Help

Welcome back,  
KAREN

Logout

My CaFÉ Entries

My Profile

Manage Images

Apply To Calls

Checkout

### Arts at the Airport: Call to Artists Nashville Int Airport Agreement

The MNAA/Arts at the Airport will not be liable in any way for any costs incurred by any artist in the preparation of their proposal in response to this Call and/or participation in any discussions regarding exhibition.

Artist hereby represents and warrants to AaA that s/he is the creator of the Artwork presented in this proposal; s/he is the sole and exclusive owner of all rights to proposed works; and the Artwork does not, in whole or in part, infringe any copyright, violate any right to privacy or other personal or property right whatsoever, or contain an libelous or scandalous matter or matter otherwise contrary to law.

Yes, I Agree

No, I do not agree

Print this Agreement

# Arts at the Airport Call to Artists 2012-2013

## SAMPLE – Application (top section)

My CaFE Entries

My Profile

My Portfolio

Apply To Calls

Checkout

### CONTACT SHOW

#### Call to Artists - Nashville International Airport Entry

##### View Site Details

Fields in bold are required.

##### Select a Category

Concourse A (Community/Group Shows) ▼

##### Artist's Statement

Please provide a brief statement (1000 character limit).

**Please tell us about your connection to Tennessee. (i.e. "I am currently a Tennessee resident", "I lived in Tennessee for 12 years while teaching at \_\_\_\_ College," etc.)**

# Arts at the Airport Call to Artists 2012-2013

## SAMPLE – Application (bottom section, same page)

For the Ticketing Lobby Category: Please upload a sketch or brief written explanation of your exhibit installation plan. This is especially important if the images you are submitting are of smaller works. (i.e. I plan to install 16 small paintings in a grid that will be 14' x 6' total" or "I will hang four 6' x 6' paintings".) If your work is sculptural, a sketch might be more helpful.

[\(help\)](#)

**Please include here a brief one to two paragraph bio.**

**Please upload a one to two page artist resume.**

[\(help\)](#)

Please choose 7 samples.

**You need at least 7 images to apply to this show. Please add more to your [Portfolio](#).**

Click **SAVE APPLICATION** to save your entry and continue to checkout. You will be able to re-order your images on the next page. If you need to add more images, click **PORTFOLIO**. You can return to your saved application from the **MY CAFÉ ENTRIES** button to complete the application.

(press only once)

# Arts at the Airport **Call to Artists**

## **SAMPLE – Ticketing Lobby Sketch (previous season)**

- Artists who will be proposing an exhibit in the **Ticketing Lobby** are asked to submit a sketch of how their artwork will fit in this space.
- An example of a sketch submitted in the past by artist Mary Addison Hackett is shown below, for reference.



# Arts at the Airport **Call to Artists**

## **SAMPLE – Ticketing Lobby Sketch**

- Below is another example of a digital file proposing a large-scale exhibit in the Ticketing Lobby.
- This sketch is of a 9 ft. by 9 ft. installation by Lisa Ernst.
- Please note that a sketch is requested for **Ticketing Lobby** proposals only.



# Arts at the Airport Call to Artists 2012-2013

## Tips for Success

- It is important for the digital images of your work to be formatted properly. Please review the section labeled “**Image Prep**,” located on the light green menu bar of Callforentry.org. This menu is available from the CaFE home page, or by clicking this link:  
[https://www.callforentry.org/image\\_prep.phtml](https://www.callforentry.org/image_prep.phtml)
- We cannot accept any submissions delivered to the Nashville International Airport or sent by e-mail directly to Arts at the Airport. Callforentry.org is the only permitted portal for applications.
- The deadline for the Arts at the Airport Call to Artists 2012-2013 season is **Friday, March 30** at midnight, Mountain Standard Time – (1 a.m. Central Standard Time.)
- For more information about Arts at the Airport, please visit:  
<http://flynashville.com/arts/default.aspx>



**Thank you.**

**We look forward to viewing your submission.**

If you have any additional questions after viewing this presentation and [callforentry.org](http://callforentry.org), please contact [arts@nashintl.com](mailto:arts@nashintl.com).



Metropolitan Nashville  
Airport Authority™  
*A Six Sigma Organization*



Arts at the Airport receives funding for the visual arts from the Metropolitan Nashville Airport Authority (MNA) and the Tennessee Arts Commission (TAC). The Flying Solo Exhibition Series is funded under an agreement with the Tennessee Arts Commission and the State of Tennessee. For more information about Arts at the Airport, please call (615) 275-1614, send email to [arts@nashintl.com](mailto:arts@nashintl.com), or visit [www.flynashville.com](http://www.flynashville.com).