



Central
Ontario
Art
Association

Central Ontario Art Association Membership Promoted Artists' Gallery Checklist

Please use this checklist as a guide to preparing your details for the COAA Promoted Artists' Gallery on the COAA Website.

Step #1 - COAA General Membership

Are you currently a COAA Member in good standing (meaning your membership fee is up-to-date)?

YES...	If YES... please proceed to Step #2.
NO...	If NO... In order to be become a COAA member you MUST first apply for the Basic or Couples Membership. (Note: For membership details please go to www.coaart.com and then select Membership Details.)

Step #2 - Content for COAA

Items you will need to send to COAA:

- ◇ Payment of \$60
- ◇ Full contact information:
 - ◇ First & Last name
 - ◇ Business name
 - ◇ Full Address
 - ◇ Email
 - ◇ URL (web address)
 - ◇ phone number
 - ◇ Mobile number
- ◇ 1 - Bio images (as a JPG or GIF, 5 MB MAX)
- ◇ Personal/Business bio — 3000 character (including spaces) which is about **550 to 600 words MAX** — in a **.DOC, .RTF, or .TXT** format.
- ◇ 15 – art images (electronic copy JPG or GIF / 5 MB MAX)

Image Criteria...

- The images must be in electronic format (meaning you can send them to COAA as a file attachment through email OR mailed on a CD or DVD to the address listed below.
- You can submit up to 15 electronically formatted images.
- Acceptable images formats are: JPG or GIF Images up to 5 MB (anything higher will not upload.).
- Please do NOT mail hard copies of your images. With over 250 members we simply are not able to scan and resize all the image so please send the files electronically through email or mail a CD or DVD to the address below.

Step #3 - Where to Send Payment, Bio, and Images

Please send images and bio by e-mail or on a CD (by regular mail) to
Central Ontario Art Association
 Attention: Rose Apilado
 76 Malcolm Crs., Brampton ON, L6S 3C8
 Tel 905-791-1600
membership@coaart.com

Not sure how to format your pictures as specified by COAA?

If you have pictures and do not know how to resize them, go to a place like Kinko's, Black, etc, and they can scan and email them to you.