

GUIDELINES for providing information for portfolio listing within: *The Art Concierge's Introduction to 202 Children's Art Illustrators*

The information below is provided as a guideline for completing your profile for *The Art Concierge's Introduction to 202 Children's Art Illustrators*. The profile should be 75 to 200 words. We suggest that you write your biographical and contact profile as a Microsoft Word document and forward it via email to Leslie@artconciergellc.com.

I. To help you structure your profile, consider covering any or all of these points:

- A description/listing of any relevant schooling
- A description/listing of your relevant experience & clients if appropriate
- A description of your style
- What media you're proficient in
- Some words about your collaborative style
- The web address(es) of web pages (limit 3) where more of your illustrations can be seen
- How you would like to be contacted
- What languages you are proficient in
- Indicate if you are interested in doing commissioned individual art pieces.

Also, in your biographical profile, provide all basic contact information that you would like included in the profile. Examples include:

Name
Company (if applicable)
Address (if you want this information included)
City, State (If appropriate), ZIP+4
Country
Telephone, Cell, Fax
Email
Website Url(s) (limit 3)
Agent(s) Information (If applicable)

Please remit Biographical Profile to: leslie@artconciergellc.com

2. Guidelines for submitting illustration images. All supplied images need to be provided digitally.

- **Submit 4, 9, 12, or 16 images of your work (per each page reserved).**
- **Image Color Mode:** CMYK
- **Image Resolution:** at least 300 dpi
- **Image Type:** JPEG
- **Image Size:** Width and Height - 4.5 x 4.5" (depends on the proportion).
- **Images should ideally be sent digitally using "You Send It" web-based software. <http://www.yousendit.com/>**
If you do not currently use this program, you may set up a free trial membership to send your materials. You will need to provide the email address of the designer, June Li, who is receiving the files. Her email address is: lijune@yahoo.com

3. After completing file upload, please send an email to both Leslie@artconciergellc.com and to lijune@yahoo.com to confirm receipt of your file(s). Within your email, please indicate the number of images you submitted. Thank you.

Please send your profile and images of illustrations by November 7, 2009.

Thank you again for joining us as a partner in this project!

Leslie K. Lewis, Managing Editor

The Art Concierge

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