



Greater Columbus Arts Council

Submission Guidelines for *Front Row Center*

Front Row Center is the Greater Columbus Arts Council's exciting monthly e-newsletter. In addition to updates on GCAC's current programs, *Front Row Center* features articles about local and national arts issues, profiles of creative professionals, previews of upcoming events and the inside scoop on what's happening in the arts in Columbus. *Front Row Center* provides an in-depth look into those creative individuals and organizations that make the Central Ohio arts and cultural community unique.

GCAC welcomes submissions for features, sneak peek articles, calendar listings and news items. *Front Row Center* is sent to a distribution list of more than 3,000 subscribers. Submissions must be received six weeks prior to online publication, which is the first of each month. For example, all submissions for the January issue must be received no later than November 15, and event-related submissions must highlight an event, exhibition or performance occurring during the month of January.

Due to space restrictions GCAC reserves the right to determine which news, articles, sneak peeks and calendar listings will appear in *Front Row Center* each month. Every attempt will be made to provide fair and equitable coverage to diverse organizations throughout the year.

Feature Articles

Each month *Front Row Center* will center on a particular theme or issue regarding the arts community. For example, our January issue explored the impact of the arts on the economy, the February issue highlighted artist co-ops and arts partnerships, etc.

We welcome ideas for future issues. If you have an idea for a feature article or a subject you'd like to see highlighted in an upcoming issue, please contact Jennifer Sadler, marketing & communications coordinator at jsadler@gcac.org or 614-221-8691. Be sure to include "Front Row Center submission" in the subject line of your e-mail.

News and Calendar Items

Have some exciting news or an important show coming up that you'd like to have us consider for inclusion in *Front Row Center*? Please send info for news and calendar listings directly to Jennifer Sadler at jsadler@gcac.org, no less than six weeks prior to our publication date. Be sure to include "Front Row Center submission" in the subject line of your e-mail.

Sneak Peek Articles

Each issue will contain up to three Sneak Peeks, featuring upcoming performances, exhibits and special events, presented in a way that seeks to generate excitement for the diverse cultural offerings in Columbus. Organizations funded or supported through GCAC will get first priority in this section. Sneak Peeks will give organizations a chance to promote a special event or performance, free of cost.

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You must submit at least one image to be included with the Sneak Peek if it is chosen. Images must be 300dpi or higher. It is FREE to submit an event for consideration. Please fill out the information and questions below. All items must be answered in order to be considered.

1. Presenting organization:
2. Event/exhibition/performance title:
3. Location of event (address, city, state, zip):
4. Date and hours of event:
5. Contact information for public (email, phone, Web site):
6. Contact information so GCAC can reach you (name, email, phone):
7. Provide a brief summary of the event and any other information that will inform the public and entice them to attend (no more than 100 words):

8. Why did you or your organization choose to do this event? Why is it important and why should people come and see it? (You may include quotes from your organization/artists/those putting the show together. No more than 100 words):

GCAC marketing staff will choose submissions to be included in each issue. If you have any questions, please contact Jennifer Sadler, marketing & Communications coordinator at jsadler@gcac.org or 614-221-8691.