

**The One of a Kind Award for Excellence in Craft (Eastern & Western Canada)  
presented by the Ontario Crafts Council (East) and Crafts Association of BC (West)**

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Your place of residence will determine which award you apply to - Eastern Canada encompasses Ontario, Quebec, Nunuvut, PEI, Atlantic & Maritime regions. Western Canada refers to Manitoba, Saskatchewan, Alberta, BC, Yukon and Northwest Territories.

**Step 1:** Prepare images and information for submission

1. Image Selection

Select 5 professional quality digital images of your work and 1 portrait of yourself (prefer in your studio).

*Note: If you send more than 5 images of your work only the first 5 will be used. If you send more than 1 image of yourself only the first will be used.*

2. Prepare images for web and print use. Use the following specifications to prepare your images:

Web Image requirements

Create a copy of your digital images at 72 ppi, in .jpg format with dimensions as close as possible without exceeding 300 pixels by 335 pixels.

Print Image Requirements

Create a copy of your digital images at 300 ppi, in .jpg format with dimensions as close as possible or exceeding 3375 pixels high and 2625 pixels wide.

Need help preparing your images? Not sure what ppi is or how to scale your images?  
Consult our application preparation help section at <http://www.craft.on.ca/Portfolio/Apply>

3. Image file name format:

For your **web** ready images the file name should be, without spaces or capitalization, the first 3 letters of your first name followed by the first 3 letters of your last name, follow this with a “w” to indicate that the file contains a web quality image, and finally underscore “\_” and the number of the image from **01 to 05**. For your portrait the file naming convention is the same but put “**port**” instead of an image number. **Print** image file names should be the same as the web format image file name except rather than a “w” for “web” you insert a “p” for “print” this allows one image list to be used for both your image sets.

**Examples:** John Smith would...

label his 72 ppi images, johsmiw\_01.jpg, johsmiw\_02.jpg and his portrait image, johsmiw\_port.jpg  
label his 300 ppi images, johsmip\_01.jpg, johsmip\_02.jpg and his portrait image, johsmi08p\_port.jpg

4. Prepare an image information list.

Within the image list document list the following information for each image:

*Note: Please do not use quotation marks in your image list.*

Name of files

Title, Year Completed

Dimensions in cm

Medium/ Technique

Photographer credit (Indicate photo credits even when you are the photographer.)

**Step 2.** Prepare a 200 word statement that describes the kind of work you do and your philosophy in making. Submit document files in MS Word format.

**Step 3.** Include a 1-page curriculum vitae

**Step 4.** Delivery of your application

Please submit your complete application on a well marked CD by mail to:

**Attn: Ooak Eastern Award 08**

**Ontario Crafts Council**

990 Queen Street West

Toronto, ON, M6J 1H1

**Attn: Ooak Western Award 08**

**Crafts Association of British Columbia**

1386 Cartwright St.

Vancouver, BC, V6H 3R8

Clearly label your CD with your **name, contact information and the date** you are making the submission. Your CD must be readable by a **PC computer**. Your application should include all of the application materials prepared from steps 1 through 3 on a CD.

***Questions?***

Eastern:

Katherine McKellar

Ontario Crafts Council

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Email: [kmckellar@craft.on.ca](mailto:kmckellar@craft.on.ca)

Western:

Executive Director

Crafts Association of BC

Phone: 604-687-6511

Email: [execdirector@cabc.net](mailto:execdirector@cabc.net)