SENIOR EXHIBITION GUIDEBOOK

Gallery of ART & DESIGN

Equal Education and Employment Opportunity
UCM Gallery of Art & Design
Senior Exhibition
Exhibition Guidelines:

It is a requirement of the Department of Art & Design at the University of Central Missouri for students earning a BFA or BSE in Art to hold a senior exhibition. The Gallery of Art & Design grants the opportunity for students to present a body of work in a formal public setting. The exhibition is treated with the respect and professionalism of all exhibitions presented by the Gallery of Art & Design, and students are required to uphold professional expectations and requirements.

Publicity.
The Gallery of Art & Design will provide basic publicity including a press release, posters, exhibition schedule, and promotion through the appropriate channels. Individually printed postcards can be mailed through the Gallery of Art & Design upon proper approval and notification.

Reception.
The Gallery of Art & Design will provide a general reception including basic reception-type food (drinks, cookies, cake, etc), tables/table clothes, cups, napkins, etc. If you choose to make additional food for the reception to share, it must be cleared by the Gallery of Art & Design for proper approval.

Gallery Space.
Spaces will be provided no earlier than 2 weeks prior to exhibition. For those working with special conditions (i.e. installation, specific running wall space, etc), a proposal must be submitted no later than 2 weeks prior to exhibition date and signed by the Student, Advisor, and Gallery Director. Be aware of your show before you begin to design and hang/exhibit the work. Faculty Advisors are generally willing to advise you about which works to include or exclude from the exhibition. Your decision should be based on QUALITY and not QUANTITY.

Installation & Preparation.
First and foremost, a professional manner and execution of proper professional display techniques will be expected at all times. There is no provision for matting, framing, or repairing work in the gallery. WORK MUST BE READY TO HANG/EXHIBIT AND PROPERLY MOUNTED AND/OR FRAMED. All 2-D work must be either mounted or framed and pre-wired or professional mounting hardware applied. Paintings/Framed work must be wired and ready to hang. All Design work must be mounted per Advisors/Department requirements and items on tables to be exhibited in a professional manner. Any artists/designers utilizing electronic components must notify the Gallery by email 2 weeks prior to exhibition with instructions/maintenance. Any designers utilizing an installation approach to the exhibition must have approval by both Advisor and Gallery Director prior to installation. 3-D work requiring pedestals must notify the Gallery of Art & Design 2 weeks prior to exhibition and will be distributed accordingly. THE GALLERY DIRECTOR PRIOR TO ANY ACTION TAKEN MUST APPROVE SPECIAL REQUIREMENTS/INSTRUCTIONS REGARDING INSTALLATION. (including store bought shelves, unique installation technique, use of wall anchors, etc) The Gallery will provide the following: pins, nails, screws, hammers, and drills, and will complete all lighting. The Gallery Director has the right to refuse any work not complyng with the requirements stated above.

• NO CANDY WILL BE ALLOWED for either exhibition.
• FOAM TAPE, TACKY RUBBER, ADHESIVES, ETC ARE PROHIBITED.

Loading & Hanging.
The Gallery can be accessed through the front lobby of the Art Center or through the service door via the parking lot immediately behind Lovinger. Caution: Remove your car from the parking lot or street immediately after
unloading you work or it will get towed. All hanging/installation of work must be done during the times provided. Any work not installed during that time will not be accepted under any circumstance. The center-point in the Gallery is 58 inches and should be used as center-point for all work hung on the walls. Here’s a quick rule of them when trying to find where to place the nail/screw/pin:

"Hanging art to the correct height" formula:
1. Measure up from the floor - 58" or whatever "center" you are using. (The gallery uses 58")
2. Subtract 1/2 of the height of the art work from the 58".
3. Add back the distance to the wire or the hangers on the back of the painting.

Hint - If you have several artworks to hang, such as a show, or group of artworks hung together which will not be linear, but hang as a group, use the string method: Stretch a string at the correct height across the entire wall. Use push pins to secure it to the wall. They will leave holes in the wall, but minimal and easy to cover with a little spackle on your finger. If the wall is rather long, the string will droop in the center, so you may need to use one or more push pins to ensure the height of the string. For a grouping of several artworks, you can then use the string as a guide to "center" the entire group at the proper level.

Dismantle & Removal. Students are required to remove the work by the stated date. Any work left beyond the window provided will be thrown away. Students are liable for the space provided and any damage/neglect will result in disciplinary measures. The exhibitor is responsible for removal of the exhibition and cleanup of exhibition space, including the removal of all pins and nails from the walls unless provided by Gallery Staff. **The Gallery is not responsible for any loss/damage occurred outside of the exhibition dates.**

Labels.
The Gallery of Art & Design will provide labels for the works. NO OUTSIDE LABELS WILL BE ACCEPTED. All label information must be provided to the Gallery 1 WEEK PRIOR TO EXHIBITION. Labels must be typed in a word document and sent via email to the gallery: gallery@ucmo.edu Information to include:

- NAME
- TITLE
- SIZE
- MEDIUM

**Failure to provide label information will result in having a “label-less” senior exhibition. Once exhibition is up, you are not allowed to move, change, or switch labels without gallery approval.**

Please note that this guide is subject to periodic revisions and updates. The Gallery will make efforts to advise student of changes as they occur. However, you are ultimately responsible for staying informed about current exhibition policies and guidelines.

Should you have any questions or comments please contact:
Jeremy Mikolajczak
Gallery Director
mikolajczak@ucmo.edu
660-543-4498

UCM Gallery of Art & Design
Senior Exhibition Request Form:

Name: ............................................................................................................

Email: ...........................................................................................................

Exhibition (Design/Studio/Ed): ...........................................................................

Area: .............................................................................................................

Equipment needed/Special Request:
(please list quantity and any additional instructions including electrical outlets. Explain in detail any special requests such as space, lighting, hanging, etc)

Signature: ........................................................................................................

Gallery Signature: ..........................................................................................

Date: ......................................................