

## Exhibitors Count Down - Before you install

Exhibition Dates: \_\_\_\_\_ Reception: \_\_\_\_\_

8-10 weeks before your show (\_\_\_\_\_)

IF you want color exhibition cards now is the time to place the order. (Allow six weeks lead time for printing, 2-3 days for you to label and another 5-7 days for the post office to deliver)

4 Weeks before your exhibition (\_\_\_\_\_)

### The gallery needs

- Committee authorization form and agreement form (completed)
- Resume or biographical information and about your work. This should be general information that can be used for a press release.
- Black and white photograph representative of work to be exhibited
- Completed Media form listing the name and address of hometown newspaper

2 Weeks before your exhibition (\_\_\_\_\_)

### The gallery needs

- Your completed inventory form
- List of artworks for your labels (title, media, year and price if for sale)

### You need to

- Think about the placement of your works; imagine them in the space in an attempt to resolve problems in advance. Be selective about what you include in the show, it should be a cohesive body of work and fit the space not fill it.
- Prepare your work for hanging (framing, eye hooks, and picture fame wire) Have this done before you bring works to the gallery.
- Know your needs - pedestals, special hanging tools, etc. We have most tools necessary but you should check for special needs in advance. If your planning an installation that will make special demands on the building please speak to me in advance.
- Prepare an artist book. Include your resume with exhibition information, an artist statement, cards from previous exhibitions, and any other information that will help viewers understand your work.

The resume should include: name, address, phone, the degree you are about to complete, any exhibitions you've been included in (group or solo, coffee shop or gallery by date) any educational or artistic awards you've been given, press coverage regarding you or your art, etc.

---

## Agreement for MFA Student

---

Please complete, sign, and return to the University Art Gallery in order to confirm exhibition space

**Title of Exhibit**

**Artist's Full Name**

**Phone**

**Email**

**Exhibition Dates**

**Installation Date and Start Time**

**Deinstallation Date and Time**

The University Art Gallery provides the Public Relations Office with a list of the MFA exhibitions the following information is required from the artist for publicity:

1. Resume or biographical information
2. Statement concerning work or media
3. .tiff digital image or Black and white photograph representative of work to be exhibited - optional
4. Name and Address of hometown newspaper

Date required: Four weeks prior to show (Failure to provide advance material by specified date will release the gallery from stated publicity obligations.)

Inventory forms listing all work in the exhibit are to be completed and returned **2 weeks prior to the show**.

**Exhibition Announcements:** Exhibitions announcements are the students financial responsibility. Most graduating groups pool their resources and print one card. The announcements should be send to arrive to the people on your mailing list at least one week before the exhibition – see count down sheet for more information.

**Liability:**

The University Art Gallery is attended at all times when open to the public. The gallery is protected by an electronic alarm system while closed. All reasonable care in handling will be taken to safeguard the work. However, neither Central Michigan University, its officers, nor employees will be responsible for loss of damage to work for whatever cause. We, therefore, suggest that the artist carry his/her own insurance.

**The student is responsible for delivery and complete removal of all materials related to their exhibition, the gallery does not store artwork and all unclaimed work will be disposed of.**

Hanging the Exhibition: Work to be included in your exhibition must be delivered to the gallery at the scheduled time. This work must be completed and ready to hang (framed, etc.). It is your responsibility to hang your exhibition. A gallery assistant will be scheduled to help you if available.

Photographing Your Work: If you wish to photograph your exhibition, you must do so before your scheduled take down time.

Taking Down Your Exhibition: You are responsible for taking down your exhibition promptly at the close of your show at the scheduled time.

Conditions for exhibition as set forth are agreed:

Signature of Exhibitor

Date:

Gallery Director

Date:

*University Art Gallery  
Central Michigan University  
Mt. Pleasant, MI 48858  
989-774-3974 989-774-2278 FAX*

### **Authorization for MFA Candidate Exhibition**

Candidate: \_\_\_\_\_

Present this form to your committee Chairperson *five weeks* before the date of your exhibition. Your Chairperson's signature will authorize your committee's approval of your work for a thesis exhibition this semester.

Return the signed form to the University Art Gallery Director four weeks before your scheduled exhibition date to confirm your participation in the exhibition.

As chairperson for: \_\_\_\_\_

*I authorize the work I have seen as a basis for a MFA thesis exhibition this semester. I understand that my signature authorizes confirmation of gallery space only, and does not in any way constitute a guarantee or final approval of either the exhibition or the degree.*

\_\_\_\_\_  
*Signature of Committee Chairperson*

\_\_\_\_\_  
*Date*

## Installation Guidelines

---

Wall work is traditionally hung at the average eye level for viewers. This means the **center** of the artwork should be 56" from the floor. To find the appropriate height at which to place your nail for each artwork use the following formula.

1. Measure from the top to the bottom of your artwork and divide by 2 = \_\_\_\_\_ (#1)
2. Hold the picture frame wire taut to the top of the work, measure the distance from the wire to the top of the artwork = \_\_\_\_\_ (#2)
3. Subtract #2 from #1 = \_\_\_\_\_ (#4). This number is the height at which the nail should be placed to hang the center of the work at eye level.

Example:

- ◆ 20" artwork divided by 2 = 10"
- ◆ Distance from taut wire to top of frame = 3"
- ◆  $10 - 3 = 7$
- ◆  $7 + 56"$  (eye level) = 63"....place nail 63" from floor

## Distance between artworks

This varies and depends on the type and size of the work; however, a good rule of thumb is not less than 20" between works. The larger the work the more visible breathing space it will need, some works require 3 to 4 feet or more between them.

## Labels

---

Labels should provide the title of the work, media, year of completion and price if for sale. Labels should be placed four inches to the left of the artwork. Label height should be uniform throughout the exhibition; a standard height is

*University Art Gallery, Central Michigan University  
Mt. Pleasant, MI 48858  
517-774-3974  
517-774-2278 FAX*

---

**Central Michigan University**  
**Inventory Form**  
***Art Exhibition***

---

Sponsored by: University Art Gallery  
Person on Campus responsible: Julia Morrisroe  
Owner of Exhibit or Artist: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates of Loan: \_\_\_\_\_  
Location of Exhibition: University Art Gallery

<b>Name of Item</b>	<b>Description/Media</b>	<b>Value</b>
		(if Not for Sale write NFS)

---

---

---

---

---

This form must be turned in two weeks before your exhibition.