

Student Art Gallery Exhibition Plan and Support Request

Name _____ WIN# _____

Exhibition Dates _____ Installation Date: _____ De-Installation Date: _____

Describe your show (media, type of work, installation requirements, etc.): _____

Will you hang work on the walls? No _____ Yes _____ Describe: _____

If so, will you need any kind of hardware other than regular hooks/nails No _____ Yes _____
Describe: _____ (director pre-approval required)

Will you hang work from the ceiling? No _____ Yes _____

Describe: _____

Will you use any kind of Audio/Video Equipment? No _____ Yes _____

If yes, mark the proposed location(s) of the equipment on the gallery floor plan.

Describe: _____

Do you need pedestals or shelf units? No _____ Yes _____

If yes, mark the proposed location(s) on the gallery floor plan.

Describe: _____

Do you plan to apply paint or other materials to the walls? No _____ Yes _____ (director pre-approval required)

If yes, mark the proposed location(s) on the gallery floor plan.

Describe: _____

Do you plan to apply any materials to the floor? (sand, clay, sawdust, etc.) No _____ Yes _____

If yes, mark the proposed location(s) on the gallery floor plan.

Describe: _____ (director pre-approval required)

Do you plan to install Vinyl Lettering? No _____ Yes _____

If yes, mark the proposed location(s) of the equipment on the gallery floor plan.

Do you plan to do any other type of non-traditional application to the gallery? No _____ Yes _____

If yes, mark the proposed location(s) on the gallery floor plan.

Describe: _____ (director pre-approval required)

You will be given a key to the student prep area with use of the tools and basic installation supplies. Gallery employees will provide assistance with installation and de-installation, but are not expected to do the work – just assist as needed. Gallery employees will set the lighting before 5pm on the day of the installation. Gallery employees will set up and install audio/video equipment and any work that requires use of the scissor lift. You are not authorized to use the scissor lift or the forklift. Gallery employees will supervise wall repair and remove audio/video equipment from the gallery when your exhibition is de-installed. You must return the prep area key to a gallery employee before 3pm on the day of de-installation. You must leave the area in the same condition it was in when you started: putty knives and painting equipment must be thoroughly cleaned and put away. Any work left in the prep area after 3pm on the day of de-installation will result in storage fees, unless prior arrangements have been made with the director and noted on this form. Works left for more than three days after the day of de-installation will be disposed of at the discretion of the director.

I have read and understand the terms and requirements as listed above and in the Student Exhibition Contract. I will adhere to the exhibition plan as listed above. I understand that violation of any of the conditions listed above will result in charges to my WMU account and may adversely affect my BFA and/or graduation status.

Exhibitor Signature _____ Date _____ Director's Signature _____