

Emerging Artists & Designers: Senior Show 2010

PART 1:

→ **SUBMIT EXHIBITION PROPOSAL: REQUIRED OF ALL STUDENTS: DUE: Friday, March 26.**

Complete the attached proposal and drop it off in the gallery mail box or via email to galleries@moore.edu.

To insure everyone's work is presented in a professionally curated manner this proposal process will help the Director of the Gallery plan the layout of entire exhibition of graduating seniors. All proposals must be reviewed and approved by your department chairs prior to submission.

Your exhibition space is based on the information you provide in your proposal.

Required:

- Images (not drawings) of actual or sample works – can be emailed
- a sketch with dimensions of your ideal layout with 2 back up options
- dimensions of works to be included
- Handwritten proposals will not be accepted
- Installation space requests should not exceed approximately no larger than 8ft wide or square per student due to limited space.

Studio visits: March 22 – April 2 – by appointment

You can ask questions, communicate your ideas and get curatorial input before you submit your proposal. The Gallery Director is available for 20 minute studio visits.

How to make a great proposal:

- Discuss your proposal with your department chair – your installation is a dialogue between them, you, the artist and the curator, to insure you are articulating your ideas and presenting your work in the best possible way.
 - Physically describe – IDEALLY – how you envision your installation of your work.
 - Your proposal should be clear and have room for flexibility
 - Provide a variety of options for displaying your work in the event your first scenario is not possible due to limited space
 - Good proposals are the result of thinking about how the individual works relate to one another and how they are installed together
1. Determine the contents and layout of your exhibition:
 - a. How many individual pieces? Submit a checklist with dimensions of the individual works as well as the entire overall dimensions.
 - b. What are the ideal overall dimensions of your proposed installation?
 - c. Submit a scale drawing of the ideal dimensions of your installation.
 - d. Determine how you will hang the work (framed or unframed, pedestal or wall-mount, Monitors or projection, etc).
 - e. What materials will you be using? What hardware you will need to install your work.
 - f. Submit via email photos of sample works or works in progress
 - g. Write down your installation questions, if any, to discuss with the Galleries chief installer.

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PART 2: YOUR EXHIBITION SPACE WILL BE ALLOTTED BY THE GALLERY DIRECTOR BY APRIL 9.

→ FIND YOUR ALLOCATED EXHIBITION SPACE

View your allotted location on the floorplan – reconfigure your installation plan as necessary based on allocated space.

→ MEET WITH AN INSTALLER: APRIL 6 - 7

IF YOU HAVE QUESTIONS ABOUT HOW TO INSTALL YOUR WORK, SIGN UP IN GALLERY OFFICES BY MARCH 26 TO MEET WITH OUR INSTALLER. WE ARE HERE TO HELP YOU.

→ PREPARE YOUR WORK

All work must be ready-to-install upon delivery on Thursday, April 22. You are responsible for preparing artwork according to the following guidelines:

2D Work: Paintings or framed drawings/photographs need to be wired or have d-rings, cleats attached for hanging. Unframed works on paper need to be hung with gallery approved hardware including Plexiglas, cut to size – the goal is to have a professional look - No pins allowed unless integral to exhibition design.

3D Work: For wall-mounted work, bring hardware suitable for hanging (hooks, d-rings, cleats). Very heavy works (over 20 lbs) require additional hardware. You will be responsible for providing any additional hardware needed for your installation. NOTE: NO WORKS CAN BE HUNG FROM THE CEILING IN PALEY, WILSON or GRAHAM GALLERY.

Video/ Sound Work: Students are responsible for requesting and checking out AV equipment through either PDA or the Library AV department. Students must provide the Galleries with instructions on the runtime of work, format, equipment, and set-up requirements.

NOTE: NO WORKS CAN BE HUNG FROM THE CEILING IN WILSON or GRAHAM GALLERY - special solutions are required and are not always possible due to facility and safety reasons - you **must meet with a gallery installer on April 6-7** to determine how to best hang your work.

→ RESERVE PEDESTALS

It is your responsibility to use the signup sheet in the gallery offices to **reserve pedestals**. There are a **limited number** of shelves, platforms and pedestals available in various dimensions. All pedestal dimensions are listed on our sign-up sheet which will be posted by April 12. FIRST COME, FIRST SERVED.

Note: ADA standards require all pedestals have a maximum height of 36 inches. Pedestals most closely matching those dimensions will be supplied on a first come, first served basis. Works requiring security will be given preference in assigning Plexi hoods.

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PART 3

→ PREPARE YOUR LABEL INFORMATION: DUE APRIL 21

Submit Label information online. You need to use an on campus computer to do this. You are welcome to use the computer in the Career Center office. Step by step instructions to complete the labels are online.

Labels are due by Wednesday, April 21 at 5pm.

You will need to submit OBJECT LABELS for the artwork itself, plus one optional EXTENDED LABEL with your proposal synopsis. These will be placed on the wall next to your work.

OBJECT LABELS:

We strongly encourage that students proposing an installation of multiple parts, choose ONE overall title for their installation. All of the following information must be included for each object label. **Maximum object label size is 4 x 6 inches; 14pt type size/Arial font, no exceptions.**

Full Name

Year of Graduation

Major

Title of Work Year Completed

Medium

EXTENDED LABELS (OPTIONAL):

The extended label is a synopsis (no longer than 250 words) of your proposal that makes your ideas and intent behind the work clear to the viewer.

This is submitted online at the same time you submit your Object Label copy. Only one Extended Label is included per artist.

PART 3

→ DELIVER YOUR WORK

All work must be delivered between THURSDAY, APRIL 22 – MONDAY APRIL 26

→ INSTALL YOUR WORK: APRIL 22 – 27 (note seniors with works placed in Levy and Widener can start installation April 19)

Students are responsible for installing their own work and for providing whatever hardware is needed to hang their work. Tools belonging to the Galleries, such as drills, hammers, screwdrivers, tape, etc. will be available, but are in limited supply. We strongly suggest you bring your own tools.

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On April 23, 26, 27 installers will be on-hand from 9am–5pm to monitor the installation process.

SPECIAL WEEKEND INSTALLATION HOURS: On Saturday, April 24 from 9am – 9pm and Sunday, April 25 from 11am – 4pm, students may install their work, unattended after signing in with gallery staff. During this time, the Galleries will provide and inventoried installation cart with standard tools. Come prepared!

APRIL 28 IS NOT AN INSTALLATION DAY

ALL WORKS MUST BE FULLY UP AND COMPLETE BY NOON ON TUESDAY APRIL 27.

SCHEDULE:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 19	April 20	April 21	April 22	April 23	April 24
LEVY AND WIDENER INSTALL ONLY 10 – 5pm	LEVY AND WIDENER INSTALL ONLY 10 – 5pm	LEVY AND WIDENER INSTALL ONLY 9 – 5pm	ALL SPACES INSTALL 9am-9pm	INSTALL 9am-5pm	INSTALL 9am– 9pm (no installer)
			(no installers)	4-9pm (no installer)	
Monday	Tuesday	Wednesday			
April 26	April 27	April 28			
INSTALL	NO INSTALL GALLERY STAFF ONLY	5:30 – 7:30pm RECEPTION			
9am - 5pm					
5-9pm (no installer)					

→ PICK-UP YOUR WORK

You must de-install and pick up your work between 9am and 5pm on Monday and Tuesday, May 17 - 18, 2009. The Galleries WILL NOT STORE ANY WORK after Tuesday.

Seniors, you may not take your work down before Commencement on Sunday, May 16 – you may remove works AFTER commencement up to 5pm.

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EXHIBITION PROPOSAL FORM – DUE MARCH 26 – to be submitted electronically or in the gallery mail box – NO HANDWRITTEN PROPOSALS WILL BE ACCEPTED

1. Briefly describe your installation and attach sample images of the work you will be submitting or send jpegs or pdfs via email, or a link to your images on MySpace etc.... these will give us a sense of what the work you will be showing and how to install next to other works – this is CRUCIAL:

2. Overall space dimensions requested: ____ H x ____ W x ____ D space allocated will range between 6 ft and 10ft maximum based upon the proposals and space available. The Gallery Director will lay out the final floorplan.

If you have an ideal space and layout in mind – it is IMPORTANT that you attach a 1/4-inch scale sketch of your ideal layout.

Provide three optional configurations in the event that your first choice of space is not available list as Option A / Option B / Option C

3. Ideally, I'd like (check one): a wall a corner center of room

Special space request: _____

4. Provide details about the work you intend to exhibit: (check as many as apply)

drawing mixed media 2D mixed media 3D painting textiles
 photos video site-specific installation
 other: please describe _____

5. How many works (list): _____

6. Dimensions of individual works: (attach checklist or write on back)

2D work: List dimensions of each piece: ____ H x ____ W

3D Work: List dimensions of each piece: ____ H x ____ W x ____ D

VIDEO: Ideal Projection dimensions: ____ H x ____ W (equipment subject to availability)
Ideal monitor size/ flat screen dimensions etc (subject to availability): _____

7. List any special Installation requests - layout, hanging needs, materials, lighting, etc.

REQUIRED: You must review your proposal with your department chair and have them sign before turning in to The Galleries:

Department Chair Signature: _____