

EXHIBITION PROPOSAL CHECKLIST

Thank you for considering proposing an exhibition for one of the gallery spaces that we have in the Visual Arts Building! We are looking forward to working with you on producing the show.

So, to begin with please prepare a Word Document that contains the following:

1. Your name, coyote ID, email and telephone contact details, plus which program/plan you are in.
2. The title of the exhibition and the name of all artists in the show.
3. Requested dates for the exhibition (install, dates the show will be open, plus de-install dates).
4. Detail which gallery space you are proposing to show in (VA106 / VA105 Cabinets / VA105 Office).
5. A short description of the show (250 words approx.).
6. A list of the art works (with artists' names, titles, dates, sizes, medium).
7. JPEGs of each of the works, if available, or JPEGs of other work that you have finished that is indicative of what you propose to show, or JPEGs of plans/drawing/sketches of the proposed works (clearly correlated to the list of titles, dates, sizes, etc.).
8. A list of installation instructions for each work (i.e. any special hanging instructions, or just 'screw in the wall' for paintings, for example).
9. A list of equipment you may need (e.g. hand tools, drills, step-ladders, carts, ...).
10. A list of exhibition infrastructure you might need (e.g. plinths, pedestals, benches, tables, special lighting, video projector, LCD TV Screen, etc.).
11. A plan of who will be responsible for unlocking and locking the gallery doors during the show.
12. A timeline of production of marketing materials (press release, invitation card, email notice, etc.).

Please email your Word document, with embedded images, to the Gallery Coordinator:

Professor Brad Spence

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909.537.5802

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