

Senior Show Guidelines UNCP Art Department

Your senior show is intended to be the capstone event of your studies at UNCP. It is an opportunity to celebrate your achievements as an artist by showing your most recent work in a gallery environment. It is also a practice in professionalism. The gallery director will assist you as needed, but students are responsible for the success of the show; failure to participate, from conception to preparation to completion and critique, may prevent you from graduating. Remember, it is very important to meet your deadlines, to be professional, and to work together as a group. The following guidelines will help you prepare for your show.

General guidelines:

1. Failure to follow these guidelines will mean failure to graduate, until all requirements are met.
2. It is the student's responsibility to read and understand these guidelines.
3. Students are responsible for the installation, publicity, and opening reception.
4. All work must remain in the exhibition for the entire duration for the show.
5. All work left in the art department longer than two months after the close of the exhibition will become property of the art department.
6. The gallery director will not broker sales on behalf of students. All inquiries about purchases will be directed to the artist.
7. Students must distribute the responsibility for publicity and the opening reception among themselves, with everyone contributing to the group.
8. No senior show arrangements are to be made without the full knowledge and approval of the gallery director.

Selecting and preparing work for installation:

9. Only original works of art may be shown.
10. Show only your best and most recent work.
11. See your major concentration instructor for advice on selecting work to show, and consult with the gallery director about available space.
12. The student and instructor in the student's major concentration are to complete the attached **Show Form** and submit to gallery director one week before the opening of the exhibition. The form must be filled out in full and signed by instructor, before the student will be allowed to show work. The form acknowledges the studio faculty's approval of the works to be displayed and provides information for insurance purposes.
13. How your work is presented should be carefully considered. All work must be shown in a professional manner. Note the following:
 - a. "Proper" frames (that are appropriate size, color, and style for the work presented) should be utilized as needed. No clip frames. Cheap looking frames give the impression you don't care about the display of your work, unless conceived as part of the work as a whole.
 - b. NO wet paint.
 - c. No colored mattes unless conceived as part of the work as a whole.
 - d. "Special" bases or other supports for 3-D work are to be supplied by student; The gallery will supply podiums, etc. but not elements to prop up your work.
 - e. Any 'special' installation needs should be discussed with gallery directory as soon as possible.
14. All work must be ready to hang/display and in the gallery director's office three days before the hanging of the show.

Publicity:

15. Students are responsible for all publicity. Postcard design should be submitted to the gallery director at least four weeks before the opening. Announcements should be mailed or distributed at least two weeks before the opening. The director will approve all copy for accuracy before reproduction and distribution.
16. Press releases should be mailed to university publicity department and Pine Needle staff three weeks before the opening. The gallery director will forward the press release to appropriate parties for distribution, but it is up to the students to write it. You should discuss the overall theme of the show as well as individual artists therein. The director will approve all copy for accuracy before distribution.

Installation of work:

17. All students participating in the show **MUST** hang the exhibition. The installation will be supervised by the gallery director, but each student will install their own work. Furthermore, this is a group show, and no one is done until the entire show is hung, labeled, and lit.
18. The date and time of the installation will be provided by the gallery director. Be punctual and ready to work in the gallery at the appointed time.
19. Students, with the assistance of the gallery director, must make labels for each work on display. The label should include: artist, title/untitled, medium, and date.

Opening Reception:

20. Students will remain in the gallery the entire time span of the reception.
21. Students are responsible for all aspects of the opening reception.
22. If refreshments are served, students (or their family and friends) must purchase, set up, and take down all food and drink. The kitchen must be left clean. Some serving trays, tablecloths, and bowls are available for your use.
23. Be early on opening day to assist with last minute preparations.

Document the exhibition:

24. Each student should keep of record of their participation in the exhibition. Photographs should be taken of the installation and of individual works as needed. This is strongly encouraged by the entire art department faculty.

Critique Panel:

25. Each student **MUST** schedule a critique panel with three members of the Art Department faculty, including the instructor in your primary area of concentration, one additional studio faculty member, and one art historian. Schedule this panel as early as possible and be well prepared. The exhibition need not be installed to schedule your critique panel, provided you know the dates of your exhibition.
26. It is the student's responsibility to prepare for, set up, and clean up after your critique panel. You may choose to prepare a power point presentation, but it is your responsibility to provide a computer to display it. Students are responsible for setting up a table for your panel and putting all furniture away when the critique is complete.
27. The critique is a requirement for graduation. Failure to schedule and complete your critique equates to failing your senior exhibition. Your graduation date will be postponed and you will be expected to reschedule your exhibition for the next semester.

Senior Exhibition Checklist UNCP Art Department

All components on this checklist are to be completed over the course of preparation for and installation of your senior exhibition. Failure to complete each of these components will lower the scores of your critique and may prevent graduation.

Your primary advisor must sign this sheet three times, confirming the completion of each of your meetings. The gallery director will sign when you have submitted your show form, left completed work ready to hang, completed the installation, and completed the exit exam and survey. You will submit this form with all required signatures at your critique panel. Failure to complete these tasks and obtain signatures will lower the scores of your critique and may prevent graduation.

- _____ Initial meeting with Gallery Director
- _____ Schedule Reception (approx. 8 weeks out)
- _____ (**signed**) Advisor meeting I (approx. 8 weeks out)
- _____ Submit Postcard design (at least 4 weeks out)
- _____ Submit Press Release (at least 4 weeks out)
- _____ (**signed**) Advisor meeting II (approx. 4 weeks out)
- _____ (**signed**) Advisor meeting III (approx. 2 weeks out)
- _____ (**signed**) Show Form submitted
- _____ (**signed**) Work in Gallery Director's Office ready to hang
- _____ Schedule critique panel
- _____ (**signed**) Installation
- _____ (**signed**) Complete Exit Exam and Exit Survey

**Senior Exhibition Show Form
UNCP Art Department**

I have reviewed and approved the following works of art for display in _____'s senior exhibition.
(student's name)

I agree that they are properly prepared for display and can be installed 'as-is.'

<u>Title</u>	<u>Medium</u>	<u>Date</u>	<u>Price/Insurance Value</u>

(Optional) I also approve the following works pending availability of space in the gallery. Attach additional sheets as needed.

<u>Title</u>	<u>Medium</u>	<u>Date</u>	<u>Price/Insurance Value</u>

Signed and Dated by faculty member
(major area concentration)

By signing this form the student agrees the A.D. Gallery may use images of his/her work for publicity purposes on the web and in print format.

Signed and Dated by student