

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. The exhibition is a group effort and will be presented in a professional manner. The gallery director will assist you as needed, but students are responsible for the success of the show; so, do your part. Your colleagues are counting on you. Remember, it is very important to meet your deadlines, to be professional, and to work together as a group. The exhibition should be a fun experience, but remember you get out of it what you put into it. The following guidelines will help you prepare for your show.

General guidelines:

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

Selecting and preparing work for display:

11. Only original works of art may be shown.
12. Show only your best and most recent work. Limit introductory coursework.
13. See your major concentration instructor for advice on selecting work to show, and consult with the gallery director about available space.
14. 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. It must be submitted at least one week before the opening so that information can be sent to the business office for insurance coverage. This is very important. Add a deadline to meet with advisor and discuss work and hanging details ie. Meet with advisor at least 4 times before show 12 weeksout /8weeks/4weeks 2weeks. And initial meeting times on form.
15. 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 (if possible). It gets on gallery walls and on clothes.
- c. No colored mattes unless conceived as part of the work as a whole; white or off-white mattes are preferred.
- 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.

16. All work must be ready to hang/display and in the gallery director's office three days before the hanging of the show.

Publicity:

- 17. Students are responsible for all invitations, mailers, posters, etc. Invitations should be mailed or distributed at least two weeks before the opening. Posters around campus are a good idea. The design of invitations and flyers should be carefully considered. The director should approve all copy for accuracy before reproduction and distribution.
- 18. Press releases should be mailed to university publicity department and Pine Needle staff three weeks before the opening. The gallery director has email addresses for newspapers that may be utilized. This is very important. How would you like to throw a party and nobody show up!

Installation of work:

- 19. All students participating in the show MUST help hang the exhibition. The installation will be supervised by the gallery director, but each student will install their own work.
- 20. 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.
- 21. 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:

- 22. Students will remain in the gallery the entire time span of the reception.
- 23. Students are responsible for all aspects of the opening reception.
- 24. 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.
- 25. Be early on opening day to assist with last minute preparations.

Document the exhibition:

- 26. 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. Students may make appointments with Dr. Labadie for assistance and equipment, if needed.

**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>

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
(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