

GRADUATING STUDENTS EXHIBITION GUIDELINES

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You must give the Gallery Coordinator your correct name spelling, your email and phone number so communications can be easily facilitated. Please answer emails and voicemail promptly. You can also leave notes in the Gallery Coordinator mailbox in the office.

Announcements (postcards)

4-6 weeks before exhibition (See show time sheet attached)

- Decide on image, layout of card, write copy.
- Review text and image with major Professor & Gallery Coordinator and get approval on all aspects of the card; front image/ title of show/ text copy on back/ return address.
- You can use one of the following to order cards:
 - PSPrint. Website is, www.psp rint.com, they are cheaper and can do smaller quantities and quality is just as good.
 - Modern Postcard. Their website, www.modernpostcard.com has all the information about prices, sizes, ordering, deadlines, etc. Turnaround time is 2 weeks.
 - 4over4. Website is, www.4over4.com, they do two-sided color pretty cheap.
 - GotPrint.com. www.gotprint.com. Like PSPrint, cheap quick and small quantities.

If you have questions or need help with cards, talk with the Gallery Coordinator. If you need to do cards very cheaply, talk with your Professor or the Gallery Coordinator for alternatives.

Postcard requirements (See postcard sample attached)

Postcards can be the size you want to pay for, and in the quantity you think you need, otherwise follow the instructions below:

- **Must contain** the following information:
 - Your name and degree – BFA ,MFA, MA
 - Name of exhibition
 - Gallery hours: 9am-4pm M-F & 12-4 Sat.
 - Reception date and time
 - Texas Woman’s University (West or East Gallery), Fine Arts Building
- **Must contain** the following return address:
 - Texas Woman’s University
 - School of the Arts
 - Department of Visual Arts
 - Fine Arts Building
 - (Corner of Texas & Oakland)
 - P.O. Box 425469
 - Denton, TX 76204
 - (940) 898-2530
 - www.twu.edu/visual-arts
 - Return Service Requested (must be ¼” from all other text and min. 8pt text)

4-6 weeks before exhibition

- Organize mailing list – mailing and postage is your responsibility. If interested in using the gallery mailing list, ask Gallery Coordinator to print out labels for you.

TWO WEEKS BEFORE YOUR EXHIBITION or when cards come in – GIVE 30 POSTCARDS TO GALLERY COORDINATOR.

We are required to send your cards to administrative officials of the university and use as PR for your show. We will also give you the list of where you can hand out cards for the University.

Pre-Installation of your show

- Discuss your presentation method with your major professor at least 3 weeks before your show. All work must be presented in a professional manner, this means deciding framing issues, alternative hanging ideas, use of video, sound, alternate lighting at least 3 weeks before you install your show. After consulting with your major professor, talk with the gallery coordinator about your work going into the show.
- The day you come in to install the show, make sure your major professor is available and the gallery coordinator is available. They will assist in layout of the show and help with editing the show if needed. This is an aspect of showing in galleries that every artist must go through and learn to work with, be ready with an idea of what you do want in and rank work from best to least in order of preference to show.
- After you have installed the show, the gallery coordinator and staff will light the show. Do not move or adjust lights unless you have been shown how to do so and asked to do so.
- Give title list to gallery staff so that they can print labels for your work. Do not expect them to do this at the last minute. You must turn in list 2 weeks in advance.
- **All labels will be done by the gallery staff, to ensure consistency and professionalism in the exhibitions. NO EXCEPTIONS!**
- Price list – The president of the university visits the galleries. **She may buy something.** We must have a price list. We do not take percentage on sales, but will help facilitate any sales. We also use this information for insurance purposes. This must be given to the gallery coordinator when the work is brought into the galleries for installation, or before. **NO EXCEPTIONS!**

Installation of your show

- 2-D work should have proper hanging devices; “D” rings are preferred. If you are not clear on how to install hardware on artwork or if you must wire your work, talk with the gallery coordinator first. If you have special requirements for hanging, *you must get approval from the Gallery Coordinator to use special equipment.*
- Hanging artwork - Center artwork at 56”, 58”, or 60”. Hang all work at same center measurement.
 Formula for centering work:
 Measure height of work, divide by 2. Measure from the bottom of the work to the hanging wire or device. Subtract the difference from those 2 numbers. That number is added to 56” or 58” or 60”, and that is where your hook goes.
- Do not hang anything from the track lighting, or ceiling before talking with Gallery Coordinator.
- Any installation of video, sound, or special lighting must be approved by the gallery coordinator and your major professor. Do not install anything not approved, it may compromise the electrical system or interfere with other artists, or use of the gallery spaces.
- If you need pedestals and acrylic covers, let the gallery coordinator know 2 weeks before the show, and make sure there are enough available.

Opening Reception

2 weeks in advance (April 1st)

- Tables and chairs are provided by the gallery, arrange with Gallery Coordinator or GA.
- Food, drink (nonalcoholic only) and/or catering is your responsibility and at your expense. The refrigerator in the gallery office is available for short-term storage until your reception. You can access it during regular business hours, or if you make alternate arrangements with GA's.
- Plates, cups, napkins, silverware, tablecloths, etc. are your responsibility and at your expense. These can also be stored short term in the gallery office before a reception.

Week of exhibition

- Make final preparations for food, drink, plates, cups, napkins, etc.

1-2 hours prior to opening

Set up tables with food, drink, centerpiece, etc., in the foyer of the Fine Arts Building

Immediately following the reception

- Clean up. Call TWU police (2911) to lock up gallery, or make arrangements with gallery coordinator or GA's.

Duration of Show

- The show needs to be up the times noted on the announcement. Gallery hours are M-F 9am to 4pm & 12-4 Saturdays. If you need to get in the gallery at another time, talk with the Gallery Coordinator or GA's to see if they can accommodate you. If not, we can arrange with the University Police to let you in and lock up.

De-installation

- De-install your show at the time scheduled by the gallery coordinator.
- If you need to come in at an alternate time, make arrangements prior with the gallery coordinator.
- Clean up the gallery in the following order.
 1. Remove artwork
 2. Spackle holes
 3. Paint
 4. Remove labels and return to gallery office.
- Remove all items that belong to you.
- Return all hardware and equipment to proper storage.

Contacts:

Gallery Coordinator: Vance Wingate: vwingate@twu.edu / 940-898-2533

Gallery Assistant: Elva Salinas: elvaphoto@mac.com