

Student Art Gallery Exhibit Application

Please fill out all sections except those in grey, or your application may be rejected. Images should only be submitted using the Image Page below, and using the instructions on the last page.

Applicant Name:	
Address:	
Phone:	Email
Classification:	
Major/Area of Study:	

Title of Show:	
Preferred Date of Show: 1 st choice	2 nd choice
Audio/visual equipment requested (this is not guaranteed):	
Technical assistance requested (this is not guaranteed):	

This section is meant to be filled out at the orientation session.

I have received an information packet and I agree to comply with all policies and procedures of the Student Art Gallery.

Printed Name

Signature

Date

For Office Use Only	
	Yes Hang Show Date and Time
	No Take Down Date and Time
Reception Date and Time	_____
Student Art Gallery Representative	_____
	Date
SU Assistant Director	_____
	Date

Student Art Gallery Exhibit Application

Applicant Name:
Title of Show:

The images shown in submitted materials represent (select one):

_____ The actual work that I'm proposing to exhibit

_____ Similar to work that I'm proposing to exhibit

_____ Not at all like the work that I'm proposing to exhibit
(in this case the application will be rejected)

Description of proposed show (what the show will look like, what the theme or subject matter is):

Brief artist's statement:

IMAGE PAGE

Artist's Name: Ashlyn Lee / Lydia Williams

Insert
Picture
Here

Name: *artwork name*

Description: *description of work, medium, size*

Insert
Picture
Here

Name: *artwork name*

Description: *description of work, medium, size*

Insert
Picture
Here

Name: *artwork name*

Description: *description of work, medium, size*

Insert
Picture
Here

Name: *artwork name*

Description: *description of work, medium, size*

Student Union Gallery

Instructions for the Entry Form

This entry form is used to propose a Student Union Gallery 010 art show for the next major semester (in the fall this is used to propose for next spring, in the spring it is use to propose for next fall). Use Microsoft Word and follow the instructions below to complete this entry form. This form allows the artist to show up to four pieces of art. If less than four pieces are to be shown, the remaining table cells should be cleared.

Each table cell should contain a picture of the artwork, the artwork's name, and a description of the artwork including its medium and size.

Pictures of your artwork can be inserted into this document by following the following steps. JPEG is the recommended file format for the pictures but other formats might also work.

1. Select the place where the picture will go (click on the spot where it says "place your image here". Those words are actually a jpg image, and you will simply be replacing it with your own.).
2. From the menu, select **Insert / Picture / From File...** Using the dialogue box, navigate to the desired directory select your picture, and click the **Insert** button. Your picture will be inserted into the document but its size will not be correct.
3. With your picture still selected, select **Format / Picture...** Within the dialogue box, select the **Size** tab. Under **Scale**, be sure that **Lock aspect ratio** is checked. Under **Size and Rotate**, change the **Height** and **Width** values until they are equal to or less than 3.25" high and 3.25" wide. Note that when you change one value, the other value will also change because you have asked Word to maintain the picture's aspect ratio.