

The following is the new and updated version of guidelines for all student exhibitions housed in any of the student gallery spaces in List Art.

- Exhibits are one week long. Artwork is to be installed Friday from 11am to 3pm and deinstalled the following Friday before 10am.
- Exhibitor is responsible for submitting an [Exhibition Proposal](#) of their exhibit along with any reception intentions to Daniel Stupar for his review and approval at least 2 weeks before the exhibit.
- No alterations to the gallery space will be allowed without prior approval. In some cases a security deposit will be retained.
- All work is to be hung 60" on center unless discussed and prearranged.
- All work should be [labeled](#).
- All exhibitions should include an artist statement.
- VA staff will adjust all lighting. Students may not alter gallery lighting.
- You must remove hanging hardware, labels, clean up any marks left on walls or floor and patch and repaint any holes created by 10am Friday morning.
- You are responsible for cleaning up immediately after the reception concludes.
- Exhibitors who choose to have alcohol at a reception must acquire a waiver form from the Office of Student Affairs. This form needs to be read, signed and strictly adhered to. A signed copy needs to be stapled to your exhibition proposal and submitted to Daniel Stupar 1 week before your exhibition.
- You cannot serve beer from a keg or liquor (including mixed drinks) at any exhibition reception. Beer, wine or non-alcoholic beverages only!!!
- Opening/closing receptions must not interfere with any classes that may be in session. Please consult the Visual Art and History of Art and Architecture class schedule when planning your reception. This is particularly the case when live entertainment is planned.
- All receptions must end by 9pm.

# Exhibition Checklist

Brown University  
Department of Visual Art

## 2 weeks prior to the exhibition install date

- Have all work completed.
- Seniors, make an appointment with your advisor to: review exhibition plan, edit work, and help with unknowns. Your advisor must sign off on the exhibition proposal.
- Read, fill out and turn in exhibition application form (due 2 weeks prior to install).
- You are responsible for documenting your own show. This [website](#) can help you.
- Install hanging hardware to frames. Fix any faulty stretchers. Frame pieces that need framing.
- Meet with Daniel Stupar to discuss your Exhibition Proposal.

## 1 week before the show

- Write an artist statement. Two or three coherent sentences or a well crafted paragraph that envelopes the ideas and inspiration underlying the work that you are presenting.
- Submit your artwork label information using [this sheet](#).
- Create exhibition poster and submit it [here](#) by Thursday (day before show) at 5pm.
- Email Artist Statement and labels to Daniel Stupar for print purposes by Thursday (day before show) at 5pm.
- Hang exhibition poster.
- Make arrangements for pedestals, shelving, security boxes (for digital projectors) survey gallery for electrical needs.
- If this is your Senior Thesis Capstone Exhibition, **contact jurors to arrange a meeting time to discuss the work.** Ideally, the jurors will be VA full faculty.

## Week of the show

- Arrive at gallery with work ready to hang at 11 am (or prearranged time) on Friday.
- Layout work. Lean it all up against the wall and look at spacing and compatibility of adjacent work.
- Get exhibition cart from exhibition storage at the end of the 2nd floor hall.
- All work is to be hung level 60" on center. This means that the horizontal center of each piece is uniformly 58" from the floor. Explain in detail on the Exhibition proposal form if hanging height deviates from this standard.
- Apply labels to the right of the work at 48".
- Clean up and put exhibit cart away after hanging the work.
- If this is your senior show, meet with jurors and have them fill out comments.
- Photograph your work while it is installed. Daniel has a camera you can borrow, please ask.
- Prepare reception plans, if applicable.
- Clean up after reception, if applicable.
- The gallery should be completely restored no later than 10am Friday morning. Take down artwork, labels, nails, screws, and spackle holes. Paint over any blemishes left on the wall from your use of the space.
- Clean up and put all tools and exhibition cart away.

