

CVPA Campus Gallery Proposal Guidelines

I. Purpose of Gallery

As stated in the CVPA Gallery Policies document (updated May 2005): “Emphasis will be given to works that celebrate the talents and creativity of members of the CVPA community and shows will be generated by students and faculty. During the months of March, April, and May, departmental exhibitions will take place in the CVPA Campus Gallery. A rotation schedule for departmental exhibitions in the Campus Gallery has been established, and will be available in the Campus Gallery coordinator’s office.”

Additionally, exhibitions by artists/groups with no CVPA affiliation will be considered if the exhibition is of educational benefit to the CVPA community.

II. Gallery Policy

- All exhibitions in the CVPA Campus Gallery are to be open to the general public.
- Labels, titles, and wall text are required.
- For all exhibitions, it is the responsibility of the show’s participants in coordination with the gallery staff to leave the gallery spaces clean, with walls in ready-to-hang condition. All hanging and mounting devices should be removed and walls spackled and/or painted as needed. Basic supplies (including wall paint, roller covers, spackle, paint trays, and basic hanging hardware) will be purchased by CVPA, but ample notice must be given to the Gallery Coordinator to purchase these items for set-up and removal.
- CVPA will provide gallery sitters and helpers during set-up and removal. Please note that gallery sitters and helpers will not be available during the summer months or during breaks.
- The CVPA has the following available for use during exhibitions:
 - (10) large wall partitions (4’w x 8’t x 1.5’d)
 - (13) pedestals (various sizes—all approx 42” tall)All configurations of walls and pedestals must be approved by the Gallery Coordinator.
- All exhibitors will be given access to the supply closet and a copy of the gallery key during set-up and removal. The key must be returned once the show is open.
- There is a two-month cancellation policy for all exhibitions scheduled in the Campus Gallery to allow ample time to secure a replacement exhibition.
- All exhibition organizers will be required to meet with the Gallery Coordinator two months prior to an exhibition opening. This meeting will formalize gallery setup and preparation procedures, initiate publicity/marketing, and adequately inventory the exhibited pieces for insurance purposes.

III. Proposal Procedure

A formal proposal must be submitted to the Campus Gallery coordinator’s office in order to be considered. A proposal must contain the following information:

- Name of exhibition (can be a working title)
- Names/background information of artists
- Types of media in exhibition
- Name and complete contact information of exhibition
- Gallery equipment needed (partitions and pedestals)
- Connection to the CVPA community/associated events (lectures, presentations)
- Images of work from the artist/exhibitor (if applicable)
- First and second choice of dates for exhibition

PROPOSALS FOR THE 2009-2010 and 2010-2011 ACADEMIC YEARS MUST BE SUBMITTED TO LASSE ANTONSEN (STAR STORE) NO LATER THAN APRIL 30, 2010.