

SENIOR SHOW

INSTRUCTIONS & TIMELINE

All Art and Art Education majors must exhibit a show of selected quality work primarily from their strongest area of study. The Art faculty will review, edit and approve work to be exhibited in senior shows. This includes artwork, artist statements and postcards.

1. APPLYING FOR YOUR SENIOR SHOW

During the Spring semester of your Junior year, complete the **Application for Senior Show** form with your **advisor**. This should be done before registration for Fall semester classes.

Student gives application to the **gallery director**, who schedules the gallery for the following academic year. The gallery director will then schedule both the dates of shows and the groups of two or three students who will show together.

2. PUBLICITY

One month before your show (no later than one week before show opening) submit your **publicity material** to the gallery director. This may include some general information about your work such as media used, any theme, outstanding pieces, show title, or artist statement.

Design a show **poster** and (optional) postcard. The Art Department does not pay for the printing or mailing of student posters and postcards.

3. PREPARING YOUR WORK FOR SHOW

All two-dimensional work must be matted or floated within a frame.

4. THE GALLERY (Please see link to **Gallery Dimensions** diagram.)

Senior exhibitors can expect a clean gallery on the Friday prior to their show. Previous nail holes are filled in with **Red Devil ONETIME Lightweight Spackling**.

The ONLY paint we use inside of our gallery is **Pittsburgh Paint's Grand Distinction Interior 100% Acrylic Latex White/Pastel Base 35-1210**.

Senior exhibitors must buy and apply their own color paint to the outside wall if they choose to color that wall. Painter's tape, brushes, paint rollers and heavy tarp will be made available to you. **Interior Latex paint** only.

Optional: You may wish to use vinyl lettering on the outside gallery wall. Vinyl lettering must be purchased by the senior show participants. The gallery director will help those who wish to use vinyl lettering on the outside of the gallery wall with preparing the letters on the computer. Adobe Illustrator or InDesign are the two programs to use for this. Wallwritten.com is the company the Viterbo Art Department uses for all of the recent exhibitions. The gallery director has vinyl color samples for you to look at.

Pedestals: Senior exhibitors, with the assistance of work-study students, are responsible for collecting and painting pedestals, then returning them to storage when the show is done. The gallery director has the key to the basement storage area where pedestals are stored.

5. INSTALLATION

Senior exhibitors must meet with the gallery director no later than one week before their show. Only one of the senior exhibitors will be given the **key** to the gallery. This insures parties exhibiting at the same time are present during installation times and have the opportunity to compromise on space issues that inevitably arise. This key must be returned to the gallery director by the Friday of the show's closing.

Senior exhibitors are responsible for getting **title card information** to the gallery director or work-study student 7 days in advance of your exhibit's opening reception.

When works are in place, adjust **lighting**.

Deadline: The installation of your senior exhibition must be completed by NOON on the day before your exhibit's opening reception.

6. RECEPTION

- A month before your show opens, coordinate arrangements for refreshments with the other students you are showing with.
- The Art Department does not provide food for student receptions. It is also your responsibility to provide all items used for serving food & beverages (cups, napkins, paper plates, plastic ware, pitchers, knives for cutting, serving spoons, etc.).
- Decide in advance where to prepare refreshments. You may use the table provided outside the gallery or the kitchen on first floor. Students may not use art faculty offices or classrooms to prepare refreshments. If you wish to use the first-floor kitchen, check with the Fine Arts Center Office.
- The Art Department will provide garbage cans that should be placed on either end of the reception area of the hallway.
- Clean-up: Exhibiting students must clean up immediately after the reception, including the kitchen if you used it.

7. DE-INSTALLATION

Student shows typically run for two-three weeks.

On the closing day of your show, do not store artwork in the hallway as this is against fire code.

Senior exhibitors, with the assistance of work-study students, will be responsible for returning walls to their original condition by the Friday of the show's closing. Spackle, primer (**Zinsser's Interior Primer**), paint and brushes will be made available for you to use at this time. The weekends are needed for upcoming exhibitions.

All nails, tape, pedestals and title cards must be removed. Holes must be properly filled in, spackle is allowed to set, sanded and finally painted over. All blemishes (frame scuffs, shoe smudges) on the wall must also be painted over.

Return **key** to gallery director and **pedestals** to basement storage.

TIMELINE / CHECKLIST

During Spring semester of your Junior Year	___ Submit Application for Senior Show to your advisor
Early in Fall Semester	___ Know the dates and times of your show and reception
	___ Contact the students with whom you are exhibiting to discuss publicity, reception, etc.
One month before show	___ Submit publicity materials to gallery director.
	___ When approved, distribute.
	___ Plan reception with students with whom you are exhibiting.
One week before show	___ Meeting with gallery director – obtain key.
	___ Get title card information to gallery director or work-study student.
	___ Have all work ready to hang.
Day before show	___ Gallery must be ready by Noon.
Day of show	___ Prepare reception refreshments in the area decided upon earlier.
Friday of show's closing	See De-installation above.