

# Exhibition Proposal

Brown University  
Department of Visual Art

**\*Student must submit a copy of an artist statement with this proposal\***

Name: \_\_\_\_\_ Exhibition date: \_\_\_\_\_

Email address: \_\_\_\_\_

Proposed gallery space:    First floor                  Second floor                  Gallery 221

Is this your senior show?    Yes                  No

Please specify the type of exhibition:    Group exhibition\*                  Solo exhibition                  Senior Exhibition

*\*For group exhibitions, please list all participants on a separate sheet and attach it to your proposal*

Give the names of two or more persons that will be responsible for the setup and take-down of the exhibit:

\_\_\_\_\_  
\_\_\_\_\_

What media will you be exhibiting? \_\_\_\_\_

Are you hosting a reception?    Yes                  No                  If yes, when: \_\_\_\_\_

*\*All receptions must take place on Thursdays from 7-9pm*

Will you be serving alcohol?    Yes\*                  No

*\*If yes, please fill out the waiver form on page 4 of this packet*

Please give a short description of the work you will be installing:

For work that needs to be hung on the wall, please describe how it will be attached to the wall:

Will you need pedestals or shelves for your installation?    Yes                  No                  If yes, what size? \_\_\_\_\_

If your work is screen-based, please contact Winnie Gier ([winnie\\_gier@brown.edu](mailto:winnie_gier@brown.edu)) for your equipment needs, or stop by the Equipment Lending Library Monday-Friday between 1-3pm.



# Exhibition Proposal | Guidelines

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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 58" on center unless discussed and prearranged.
- All work must be labeled.
- All Exhibits must include an artist statement.
- VA staff will adjust all lighting. Students may not alter gallery lighting.
- Exhibitor must remove hanging hardware, labels, clean up any marks left on walls or floor and patch and repaint any holes created.
- Exhibitor is 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 at least 2 weeks in advance of your exhibition.
- No "hard" alcohol or kegs are permitted at any exhibition reception. Beer, wine or non-alcoholic beverages only!
- Openings must respect classes that may be in session. Please consult the Visual Art and History of Art and Architecture class schedule when scheduling your reception. This is particularly the case when live entertainment is planned.
- There is a 9pm curfew for all receptions.



# Exhibition Proposal | Checklist

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## 2 weeks prior to the exhibition install date

- Have all work completed.
- Make an appointment with Advisor to: review exhibition plan, edit work, and help with unknowns. Advisor must sign 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, but you may make appointment with Winnie Gier if you need advising on the best practices for photographic documentation.
- 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.
- Create labels (MS Office Avery Template 5160) and email to Daniel Stupar for print purposes. See master label attachment sheet.
- Create exhibition poster and email to Daniel Stupar for print purposes 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.
- Contact the individual currently in the space that you will occupy and make sure that they have a clear deinstallation plan. Confirm that they will be out no later than 10am.
- 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 58" 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.
- Prepare reception plans, if applicable.
- Clean up after reception, if applicable.
- Deinstall 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.

# Exhibition Proposal | Reception Waiver

## Event Host & Alcohol Service Form

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1. **Event Staffing:** If you anticipate between 1 and 49 guests at any one time, please identify 1 usher and 1 bartender to assist you as event host(s) in managing your event. If you anticipate between 50 and 99 guests, please identify 2 ushers and 2 bartenders. If there is more than one primary entrance to your event, please identify an additional usher. Event Host(s), Ushers, and Bartenders are responsible for the entire event, thus they are prohibited from drinking Before or during the event.
2. Health and life safety come first in all situations. If you believe a person may need medical assistance for any reason, do not hesitate to call the University's emergency line at 863-4111.
3. If more than 50 people are anticipated, you must review and complete a Fire Safety Checklist available at [http://www.brown.edu/Administration/Event\\_Planning/safety/fire.html](http://www.brown.edu/Administration/Event_Planning/safety/fire.html).
4. **Bartender(s):** Alcohol must always be attended. No self-service! This is both to monitor underage drinking and to ensure guest safety. Alcoholic or nonalcoholic beverages left unattended invite tampering. Please identify bartenders to staff and manage the alcoholic and nonalcoholic beverage area of your event. Unless you and/or the bartender know someone to be over 21, you must ask to see identification before providing alcohol to a guest.
5. **Usher(s):** Usher(s) at your event serve two primary roles. First, they should help monitor the point of entry to your event both to welcome guests and to ensure that (1) alcoholic beverages do not leave your event area, (2) guests do not bring their own alcohol, (3) if invite only, then only invited guests are permitted, and (4) intoxicated individuals are not permitted entry. Second, they can help you roam the event space to ensure that unattended beverages are discarded and guests are drinking responsibly.
6. Alcohol above 80 proof, keg beer, beer balls, large containers of alcohol, Jell-o shots, bottled beer, and drinking games are prohibited at Brown. Contents of punch must be clearly labeled, including proportions and strength of alcohol, if present. BYOB is not permitted.
7. You must provide and clearly display an adequate supply of non-alcoholic beverages and food whenever alcohol is served. More information available at [brown.edu/Administration/Event\\_Planning/](http://brown.edu/Administration/Event_Planning/).
8. In Rhode Island the legal age for purchase, service to and consumption of alcohol is 21 years of age. The Rhode Island Liquor Liability Act has provisions for "negligent" and "reckless" service. "Negligent service" is when you "know or if a reasonable and prudent person in similar circumstances would know that the individual being served is a minor or visibly intoxicated." "Reckless service" is when you intentionally serve an individual when you know the person being served is a minor or visibly intoxicated. IN BOTH INSTANCES, THE SERVER IS LIABLE FOR DAMAGES PROXIMATELY CAUSED BY THE CONSUMPTION OF LIQUOR. The Act reads such that you may be responsible even if most of the guest's drinking occurred elsewhere.
9. Event Host(s) are held responsible for: a) Proper conduct at the event; b) Clean-up and closing of the space, and any damage to University property, including art installations; c) Cooperation with University staff; and d) Observing the rules of the University.
10. The amount of alcohol present at an event sends a very clear message about the nature of the event. Hosts should consider the relationship between the amount of alcohol present and safety and liability concerns. We recommend you determine a reasonable amount of alcohol available for an entire event in relation to the number of drinks available per 21 + attendee. Remember that 1 drink = 12 oz of beer = 4 oz wine = 1.5 oz of hard alcohol.
11. Please note that money should not be collected at the event if alcohol will be present. If you intend to collect money, please contact the Academic Department Manager who will consult with the Director of Student Activities

Date and Time of the Event: \_\_\_\_\_ Name of Event Host(s): \_\_\_\_\_

Name of Bartender(s) and Usher(s): \_\_\_\_\_

**By signing below, I accept responsibility for the above referenced event with the understanding that I am responsible for the actions of the guests at this event and for any damage that results. I also understand that I am responsible for being present throughout the event. I also confirm that I have read and agree to the regulations above and that I and the individuals I have identified above to staff this event assume full responsibility for ensuring compliance with these and all other applicable regulations.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

