

Ellis Gallery exhibits are open to Art Majors (BFA, BHA, BCSA and BSA) and Art Minors. Proposals must be complete when submitted. Approved exhibits are assigned on a first-come, first-served basis.

**Student Information**

Name \_\_\_\_\_ email \_\_\_\_\_ Phone \_\_\_\_\_  
Class FR  SO  JR  SR  GRAD

**Week Requested** NOTE: The week begins on Sunday and ends on Saturday.

1st choice: \_\_\_\_\_ 2nd choice: \_\_\_\_\_ 3rd choice: \_\_\_\_\_

**Proposal**

Proposed Exhibit Title: \_\_\_\_\_

Describe the proposed installation below (or use an attachment). Proposals must include the following:

- 1) A list of all materials that will be used in the exhibit (artwork, equipment, temporary structures, etc.);
- 2) A description of how the space will be altered (walls, floors, lighting, etc.);
- 3) A diagram of the exhibit.

All exhibitors are responsible for following the Ellis Gallery Exhibition Policy and Procedures. If a different exhibit is planned after this proposal has been approved, the exhibitor must submit a new proposal BEFORE installing the exhibit.

I have read and agree to follow the Ellis Gallery policies and procedures.

Submit completed proposal form to:  
Cindy Lammert, Operations Manager (CFA 306)

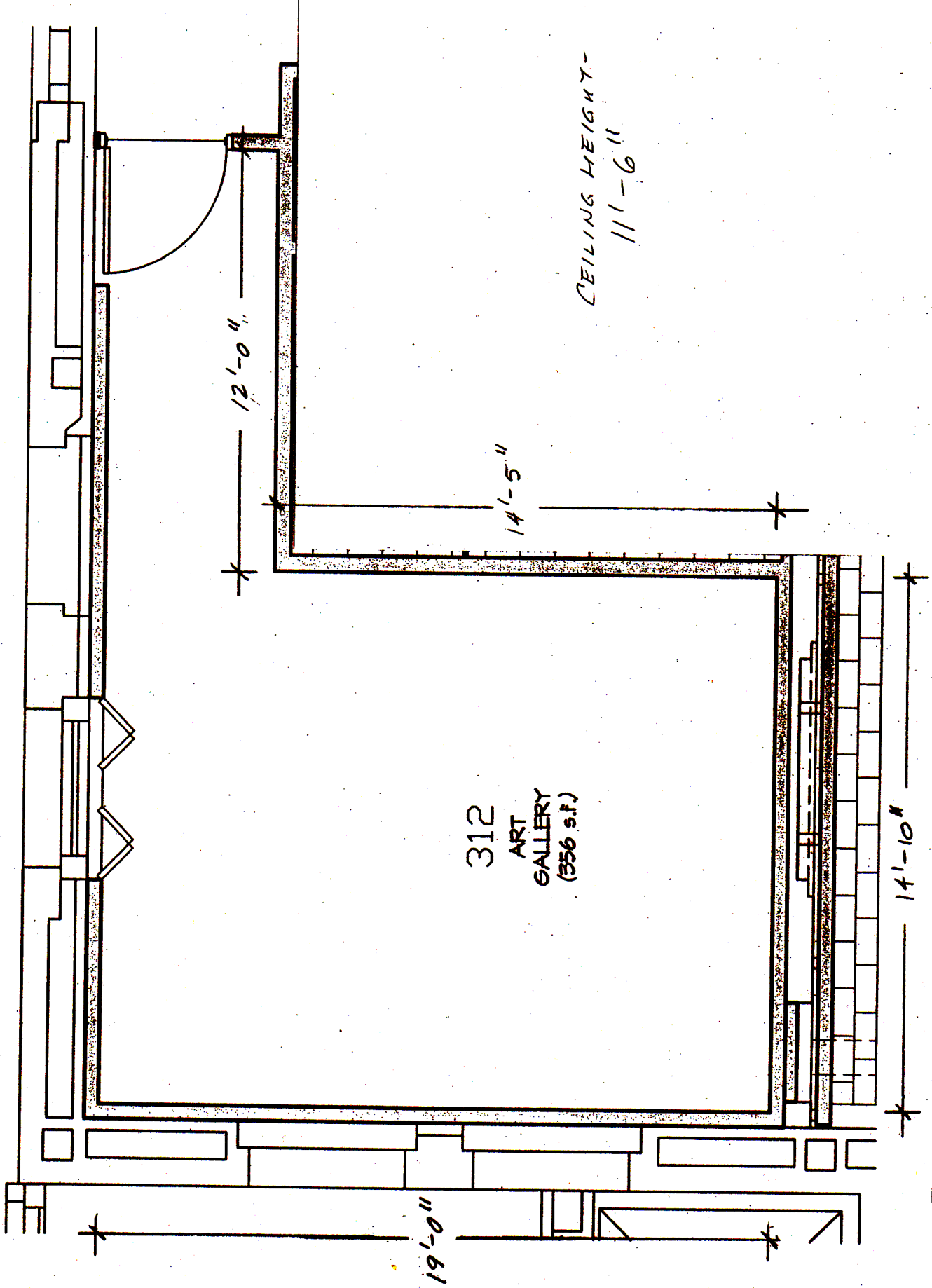
Student Signature \_\_\_\_\_ date \_\_\_\_\_

Office Use Only  
Date Submitted: \_\_\_\_\_  
Exhibit Date: \_\_\_\_\_  
Date Notified: \_\_\_\_\_

## **ELLIS GALLERY EXHIBITION POLICIES AND PROCEDURES**

This information is intended to encourage professional-level student exhibitions.

- Responsibility:** The exhibitor is responsible for installing and removing the exhibition in a timely and professional manner. The exhibitor must paint the gallery walls flat white at the end of the exhibit.
- Schedule:** The exhibition should be installed by the end of the day on Sunday and removed by the end of the day on the following Saturday. The School of Art will open the Ellis Gallery at 9AM and lock it at 5PM, Monday through Friday unless the exhibitor specifies otherwise. Additional hours are the responsibility of the exhibitor.
- Signage:** A description of the exhibit should be posted to the right of the Ellis Gallery door. It should list the exhibitor's name, exhibition title and a statement about the work. Each individual work in the exhibition should be labeled.
- Key:** A gallery key may be checked out from the Art Office during business hours the week before the exhibit, and returned immediately after the exhibit.
- Materials:** The track lights may be adjusted as necessary. Light bulbs are available from the Operations Manager who also provides flat white paint to restore walls to their original condition. All other materials used in the exhibit (extension cords, monitors, projectors, etc.) are the responsibility of the exhibitor.
- Receptions:** A reception is permitted as long as the exhibitor complies with the university alcohol policy. Speak with your advisor for details.
- Equipment:** A ladder and pedestals are located in CFA 304. A key for access to CFA 304 is available in the Art Office. The ladder must be secured in the Ellis Gallery if kept over night, and it must be returned to CFA 304 as soon as the exhibit is installed. Pedestals must be returned to the storage closet in CFA 304 at the end of the exhibit.
- Clean-Up:** All exhibition materials must be removed from the building and the gallery space cleaned and repainted by the end of the day on Saturday. No storage space is available. The School of Art is not responsible for work left in hallways.



312  
ART  
GALLERY  
(356 s.f.)

CEILING HEIGHT -  
11'-6"

12'-0"

14'-5"

14'-10"

19'-0"

1 CFA Art Gallery, Room 312