BFA Thesis Exhibitions at the Grunwald Gallery of Art

Please read this packet in its entirety. If you have any further questions please contact Associate Director, Jeremy Sweet.
Email: jdsweet@indiana.edu
Phone: 855-8490

Planning for your Exhibition

You must attend three mandatory meetings.

- **Meeting 1.** Gallery staff will discuss the policies and allocate the exhibition spaces for the thesis shows and distribute necessary handouts. Please be aware that you are sharing the space with 4-6 of your peers.
- **Meeting 2.** The second meeting, during the planning stages of your exhibit, is held with your scheduled group at the Gallery to discuss layout and installation needs. The Gallery will schedule these meetings.
- **Meeting 3.** The final meeting is when installation begins. This meeting is to finalize installation and reception details.

BFA Thesis Show Authorization Form.
All BFA students that are exhibiting at the Grunwald Gallery of Art are required to submit a Thesis Show Authorization Form (attached). This form must be filled out by you and signed by the faculty in your area. This proposal must be turned into the Grunwald Gallery of Art office or Jeremy Sweet’s mailbox in Fine Arts office room 123 by **Feb 12, 2015**

Fees and Reception.
The Grunwald Gallery of Art covers the costs of catering for the reception. A cash bar will be available selling beer, wine, soda and water.

Show Dates

<table>
<thead>
<tr>
<th>Group</th>
<th>Dates</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group 1</td>
<td>March 23- 26</td>
<td>(install March 21, reception March 25: 6-8pm, de-install March 26)</td>
</tr>
<tr>
<td>Group 2</td>
<td>March 30- April 2</td>
<td>(install March 28, reception April 1: 6-8pm, de-install April 2)</td>
</tr>
<tr>
<td>Group 3</td>
<td>April 6 - April 9</td>
<td>(install April 4, reception April 8: 6-8pm, de-install April 9)</td>
</tr>
<tr>
<td>Group 4</td>
<td>April 13 - April 16</td>
<td>(install April 11, reception April 15: 6-8pm, de-install April 16)</td>
</tr>
<tr>
<td>Group 5</td>
<td>April 20 - April 23</td>
<td>(install April 18, reception April 22: 6-8pm, de-install April 23)</td>
</tr>
<tr>
<td>Group 6</td>
<td>April 27 – April 30</td>
<td>(install April 25, reception April 29: 6-8pm, de-install April 30)</td>
</tr>
</tbody>
</table>


**Exhibiting Your Work**

**Installation planning**

Submit your Thesis Show Authorization Form  
This form must be signed by one of your faculty

Ordering Vinyl Wall Letters For Your Show  
Students are responsible for purchasing vinyl lettering for their exhibition. See the Resources section for more information.

Labels, Price Lists, Artist Statement, and Images  
On the Tuesday prior to the exhibition, exhibitors are responsible for providing the Gallery with an email to grunwald@indiana.edu containing:

- Label information
- Price list including each piece stating the sale value or NFS (Not For Sale)
- One page artist’s statement

**Use the following for written material for the Gallery:**  
(*Note: PLEASE format your CD for Macintosh and use Microsoft Word.)

**Artist Statement Format:**  14 point Calibri, 1 in margins  
Below is an example of how information should be organized for each statement

- First line: artist name (Bold)  
- Second line: degree and area (i.e. BFA Graphic Design)  
- Third line: space  
- Fourth Line: beginning of statement

**Label Format:** 14-point Calibri, Left margin .75  
Below is an example of how information should be organized for each label.

- Artist’s Name  
- Title in italic  
- Medium (Capitalize only the first word, i.e. Iron, wood)

**Installing your Show**

**You are responsible for installing your show**

- All objects should be prepared for installation BEFORE the scheduled installation time of the show.  
- All objects should be presented and installed in a professional manner, using glass, frames, plexi, pedestals, etc.  
- The Gallery can provide a limited number of supplies and equipment for use during your show. (i.e. pedestals, audio video equipment, shelving etc. All requests must be made at least 3 weeks in advance.  
- These items must be returned in their original state after the exhibition.  
- Any painting or major alteration of the Gallery facilities or equipment will be by special request only.  
- If painting is approved, students must provide all paint including the gallery wall color to return the gallery
to its original condition. Students must do the painting themselves.

*Note: Any special requests should be stated in an email. Requests have to be approved by Jeremy Sweet. If you have questions, please ask.

Use of spray fixatives, oil paints, turpentine and other toxic material are strictly forbidden inside the Gallery.

Please do all varnishing or fixing of work at least 2 days before transporting your work to the Gallery. For liability reasons do not move the ceiling tiles or touch the gallery lighting. Grunwald Gallery of Art staff will handle lighting of the exhibition.

**During the Show**

**Documentation of exhibits**

Please make arrangements to document your show before de-installation. E-mail Jeremy Sweet (jdsweet@indiana.edu) ahead of time to make arrangements/schedule photo shoots.

**Student Work Sold in the Gallery**

The Grunwald Gallery of Art will receive a 25% commission for each piece of student work sold during the exhibit. If you intend to sell your work, please adjust your prices to allow for this commission. The Gallery staff will collect the payment from the buyer, facilitate transfer or shipment of the pieces to the buyer, and issue a check to the artist.

**After Your Show**

**De-Installation**

Shows will close on Saturdays at 4pm.

De-installation starts at 4pm immediately after the Gallery closes.

Exhibitors are responsible for all aspects of show removal.

- Removing wire, nails, screws, vinyl lettering, labels
- Returning pedestals to storage, etc.
- Returning any pre-approved changes of their exhibition space back to the original condition

Gallery staff will patch holes and do touch-up painting after each exhibition. Work not removed from the gallery by 6pm on the Saturday of takedown can and will not be the responsibility of the Grunwald Gallery of Art or its Staff.
SUMMARY CHECKLIST

Jan. 15th:
- Attend meeting #1 to schedule your thesis show and turn in your BFA Authorization forms in the Grunwald Gallery of Art. MANDATORY

6 Weeks Before:
- Plan / order exhibition announcements.
- Attend meeting #2 with scheduled group. MANDATORY
- Turn in signed Thesis Authorization form Feb. 12 in Jeremy Sweet’s mailbox room 123.

4 Weeks Before:
- Write Press Release and distribute to the Press List.

3 Weeks Before:
- Mail out and distribute announcements.
- Make written requests for Gallery equipment. (i.e. pedestals, hardware, audio video, etc.) to Jeremy Sweet at jdsweet@indiana.edu.
- Purchase other supplies for installation including special screws or hardware necessary.

2 Weeks Before:
- Give 6 announcements to the Gallery, 2 to the FOA Bookstore and 2 to the Fine Arts Library for display.
- Give 2 images (of work you will exhibit) to gallery for the Grunwald Gallery of Art’s website and public relations. No larger than 2MB sent to grunwald@indiana.edu.

1 Week Before:
- Give labels, price list, artist statement, and images to gallery via grunwald@indiana.edu or on a CD.
- Recruit friends to help install (and de-install).

Week of the exhibition:
- Attend meeting #3, Monday, 8:30 am in the gallery. MANDATORY. Installation begins immediately after.
- Photograph your show or make arrangements with the Grunwald Gallery of Art for a photographer to photograph.
- Public Opening Reception on Friday from 6-8pm.

Weekend after:
- De-installation Saturday 4-6pm

<table>
<thead>
<tr>
<th>INSTALLATION SCHEDULE FOR BFA THESIS SHOWS at the Grunwald Gallery of Art</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final meeting and installation</td>
</tr>
<tr>
<td>Show officially opens</td>
</tr>
<tr>
<td>Opening reception</td>
</tr>
<tr>
<td>Show officially closes</td>
</tr>
<tr>
<td>Show removal</td>
</tr>
</tbody>
</table>


**Resources**

**Vinyl Lettering**

It is possible to save money by ordering as a group so plan ahead and coordinate with your show mates. Delphi Signs, 200 S Westplex Ave. | Bloomington, Indiana 47404 | phone (812) 334 – 7777 is a good local option.

---

Name: First Line (left aligned)
Show Title: Second Line (left aligned)
Color of letters: Dark Grey
Font: First line Gill Sans regular Second & additional lines Gill Sans italic
Size: First line – 3”, each additional line – 2 ½” All sizes and types must be uniform for all exhibitors.

---

**Publicity**

The Grunwald Gallery of Art will send out a press release announcing the BFA Thesis shows to press in the area as well as online. You may want to promote your shows in other ways including:

**Exhibition Announcements (postcards, posters, mailers, etc)**

If you are using a professional printer, you will need to contact them at least six weeks prior to your show. Your announcements should be mailed out and posted at least two weeks before your opening reception. Compile a mailing list for your announcements. The cost of the mailer, printing, and postage is the exhibitor’s responsibility.

Don’t forget to include important information on your announcement: your name, inclusive dates of exhibition, date and time of reception, location of exhibition, Gallery hours, etc.

Please give us 6 copies of your poster and/or announcements for our displays. We also suggest that you give announcements to the FOA bookstore and Fine Arts Library for their displays areas. The Gallery can post images of your work on the Grunwald Gallery’s website. Send (2) images (of work you will exhibit) at least 2 weeks before your show to grunwald@indiana.edu.

**Press Releases**

You may write your own press release and submit it to the local newspapers and radio stations 2 weeks before the opening of your exhibition if you want public announcements made. The press release should be typewritten and should include information about the exhibition such as the artist’s name, title of show, medium, location, hours etc. Your release should also be a general statement about your work.

Here is a list of some places to submit your press release:

IDS, Indiana Daily Student Newspaper: ids@indiana.edu
WIUX, Indiana Student Radio: wiux.org
WFIU, Indiana Public Radio: indianapublicmedia.org
WFHB, Bloomington community radio: wfhb.org
Herald-Times: Bloomington Newspaper: heraldtimesonline.com
Online Promotion
It is also a good idea to promote your show online, most sites are free to post events, allow images, and have large audiences, don’t be afraid to think outside of Bloomington, or Indiana for that matter. Also, social networking sites are a great way to let your friends know about your show. *NOTE: If creating an event in facebook DO NOT list the Grunwald Gallery of Art as the host of the event, list yourself as the host and the Grunwald Gallery of Art as the location.

*Note your BFA Thesis Show will be exhibited in the east gallery. You must take into consideration that you will be sharing space with 4-6 of your peers.
BFA Thesis Show Authorization Form

Return to Grunwald Gallery of Art by: Feb 12, 2015

Contact Information

Name: Phone:
Address: Email:

Studio Area

Area: Faculty:
Type of Work to be Shown: Number of Pieces:
Exhibition Date:

Description of work:

Needs: Are there special needs related to your work we should be aware of (including but not limited to: electricity, live plants or animals, alternative materials, toxic materials, organic materials, computers, projectors, sound, sharp edges):

Faculty Signature

I authorize that I foresee no problem with this student meeting graduation requirements and presenting his/her exhibition the date specified above at the Grunwald Gallery of Art.

_______________________________________________________________
Signature of Faculty Date

*Note- Form will not be accepted without faculty member’s signature and date.
GRUNWALD GALLERY of ART

East Gallery
Ceiling Ht. - 11.5'

Running Feet Dimensions Square Feet
East Gallery: 140.5' 42' 5" x 31' 1330'

Wall Electrical Outlet
Ceiling Electrical Outlet
Smoke/Heat Detector
Portable Extinguisher