MFA Thesis Exhibitions at the Grunwald Gallery of Art

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

Planning for your Exhibition

You must attend three mandatory meetings.

• **Meeting 1.** The first meeting is to go over gallery policies. You will also fill out and hand in your space and date request forms at this time. (Space & date request form is attached).
• **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.

MFA Thesis Show Proposal.
All MFA students that are exhibiting at the Grunwald Gallery of Art or the IU Art Museum are required to submit a detailed proposal of their exhibition plans. This proposal must be typed and turned into the venue where you are showing by DATE. *See attached proposal form.

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.

**IMPORTANT DATES**

**February 13**
• Proposals due, please deliver to the Grunwald Gallery of Art office or to Jeremy Sweet’s mailbox in the Fine Arts Office (rm 123)

**Group #1: March 23 – April 2**
• Installation: Monday, March 21, 8:30 am
• Show officially opens: Wednesday, March 23, 12 pm
• Gallery Talk: Friday, March 25, 12 pm
• Reception: Friday, March 25, 6-8 pm
• De-installation: Saturday, April 2, 4-6pm

**Group #2: April 6 – April 16**
• Installation: Monday, April 4, 8:30am
• Show officially opens: Wednesday, April 6, 12 pm
• Gallery Talk: Friday, April 8, 12 pm
• Reception: Friday, April 8, 6-8pm
• De-installation: Saturday, April 16, 4-6pm
Group #3: April 20 – April 30th
- Installation: Monday, April 18, 8:30am
- Show officially opens: Wednesday, April 20, 12 pm
- Gallery Talk: Friday, April 22, 12 pm
- Reception: Friday, April 22, 6-8pm
- De-installation: Saturday, April 30, 4-6pm

MFA Gallery Talks.
MFA students will be required to give a 10-minute public gallery talk about their work during their exhibition. All gallery talks at the Grunwald Gallery of Art occur at 12pm on the Friday of the opening reception.

Exhibiting Your Work

Installation planning

Write and submit your Proposal (Due: Feb 12)
This form must be signed by one of your faculty.

Ordering Vinyl Wall Letters For Your Show
You 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, you are responsible for providing the Gallery with a CD containing:

- Label information
- Price list including each piece stating the sale value or NFS (Not For Sale)
- One page artist’s statement
- Two images for use on the Grunwald Gallery of Art website

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. MFA 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 Thesis 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, Plexiglas, 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 promptly @ 4pm.
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 Saturday afternoon can and will not be the responsibility of the Grunwald Gallery of Art or its Staff.
SUMMARY CHECKLIST

DATE: 12/4/15
- Attend meeting #1 with your assigned groups your thesis show in the Grunwald Gallery of Art.
  MANDATORY

8 Weeks Before:
- Plan / order exhibition announcements.
- Attend meeting #2 with scheduled group. MANDATORY

DATE: 2/12/16
- Turn in signed MFA proposals to the Grunwald Gallery office or Jeremy Sweet’s mailbox in Fine Arts Room 123.

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

3 Weeks Before:
- Mail out and distribute announcements.
- Locate installation supplies. Determine whether pedestals, hardware, etc. are adequate or need repair.
- Purchase other supplies for installation including special screws or hardware necessary.
- Order vinyl lettering.

2 Weeks Before:
- Give 6 announcements to the Gallery, 2 to FOA Bookstore and the 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. Via email to grunwald@indiana.edu.

1 Week Before:
- Give labels, price list, artist statement, and images to gallery on a CD or email to grunwald@indiana.edu on Tuesday.
- 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 4-8pm

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INSTALLATION SCHEDULE FOR MFA THESIS SHOWS at the Grunwald Gallery of Art

| Final meeting and installation: Monday 8:30 AM | Show officially opens: Wednesday, 12 PM |
| Noon Talks: Friday, 12 PM | Opening reception: Friday, 6 PM - 8 PM |
| Show officially closes: Saturday, 4 PM | Show removal: Saturday, 4 PM – 6 PM |
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 1/2” All sizes and types must be uniform for all exhibitors.

Publicity

The Grunwald Gallery of Art will send out a press release announcing the MFA 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 email with (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: indianaublicmedia.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
MFA Thesis Show Proposal

All MFA students that are exhibiting at the Grunwald Gallery of Art and the IU Art Museum are required to submit a detailed proposal of their exhibition plans. This proposal must be typed and turned into the venue where you are showing by DATE.

The proposal is a professional document that tells an exhibitor about your work, how and why you intend to use the space provided and describes any special needs you may have. The MFA Thesis proposal enables you to plan the work that you will exhibit in your show, along with the specific components that will be necessary for your show to be a success. It also informs the Gallery of any potential spatial conflicts or safety concerns and helps us to plan accordingly.

The proposal should include a brief introduction to your work (a 2-3 paragraph artist’s statement), an in-depth description of how you plan to use the space, the work you intend to exhibit and a visual explanation such as a plan drawing, photo of proposed installation, etc of your show. It is important to be as specific and detailed as possible. List exactly what you will be exhibiting, where it will be placed, the location of all components (projectors, speakers, computers, etc), their relationship to each other, the weight of the piece(s), how the piece(s) will be installed (hung on screws in the wall, resting on the floor, hanging by wire from the ceiling, installed on a mount bolted to the wall, etc). It should also include the number of pieces to be exhibited, space requirements, and the relationship of your piece(s) to works by other artists in the gallery space.

The proposal is a tool that will aid you the artist and the gallery equally in anticipating any problems or special requirements that may arise. It will also serve as a tool for you to use in the future that will show your training, proficiency and determination as a creative professional.

Each MFA Thesis Show Proposal should include:

- A paragraph describing your thematic content.
- The approximate number and dimensions of pieces that you intend to exhibit.
- The media used. Include all media that you intend to use in the pieces that you will exhibit.
- How many wall pieces and how many floor pieces you will include and how much space they will need around them.
- Special needs for your show, including, but not limited to, any of the following:
  - alternative materials
  - toxic materials.
  - organic materials, including dirt, mold, etc.
  - electrical needs; computer or digital.
  - video monitors or projection; special lighting; sound or audio.
  - any safety issues or concerns (including interactive pieces, or anything utilizing, heat, sharp edges, etc.)
- Thoughts on how you plan to install the components in the space, either by hanging with screws, standing on the floor, resting on a pedestal, mounted with special hardware, etc, etc...
- A visual description of your installation either as a plan drawing, composite photograph etc

- **TYPE this disclaimer on the bottom of your proposal: **

  I authorize that I have seen this proposal and I foresee no problem with this student presenting his/her thesis exhibition at the date specified.

________________________________________  _________________________________________
Signature of Faculty  Date

*Note- Proposals will not be accepted without a faculty member’s signature and date.*
### Grunwald Gallery of Art

**Dimensions and Square Feet**

<table>
<thead>
<tr>
<th>Grunwald Gallery of Art</th>
<th>Running Feet</th>
<th>Dimensions</th>
<th>Square Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Gallery</td>
<td>140.5'</td>
<td>42'5&quot; × 31'</td>
<td>1330'</td>
</tr>
<tr>
<td>Center Gallery</td>
<td>90'</td>
<td>39'11&quot; × 23'8&quot;</td>
<td>944'</td>
</tr>
<tr>
<td>West Gallery</td>
<td>190'</td>
<td>78'9&quot; × 42'5&quot;</td>
<td>2731'</td>
</tr>
<tr>
<td>Green Room</td>
<td>69.25'</td>
<td>13'8&quot; × 12'2&quot;</td>
<td>168'</td>
</tr>
<tr>
<td>Total</td>
<td>489.75'</td>
<td>5173'</td>
<td></td>
</tr>
</tbody>
</table>

**Address**

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Bloomington, Indiana 47405
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www.indiana.edu/~grunwald