**Gallery 5: Mission Statement and Protocol**

The mission of Gallery 5 is to enhance the quality of life of undergraduate students in the School of Visual Arts by offering a professional exhibition space where they can plan, propose, and install their own professional-quality exhibitions. These exhibitions are arranged in consultation with the faculty of the School of Visual Arts and with assistance from the School’s administrative office. Students are responsible for all aspects of their exhibition, including curation, installation, and publicity. These exhibitions rotate on a biweekly basis during the regular academic year. In the summer, the exhibition space may be used for other exhibition purposes as deemed relevant by the School of Visual Arts.

- The exhibition schedule for Gallery 5 is determined by the School of Visual Arts administration prior to the regular academic year. In general, there are two days between exhibitions, with one of those days reserved for de-installation of the previous show and one for installation of the next. Exhibitions usually open on a Monday and conclude on a Friday. Attached at the end of this document is a current exhibition time slot schedule.

- Proposals are be reviewed by both the School of Visual Arts Exhibitions Committee and the administration of the School of Visual Arts. Selection will be made based on a majority vote.

- The School of Visual Arts supplies students with essential materials for installation and de-installation, including a hand drill, screws, hammers, nails, hooks, levels, tacks, white paint, spackle, and sandpaper. Please see Jackey West in the School’s office if you need labels for your show. You will also need to consult with Jackey in advance if your exhibition has any special installation requirements.

- Those responsible for installing a show are also responsible for taking it down in a timely fashion (the day after the conclusion of the show’s run) and are required to restore the gallery and gallery walls to the exact condition in which they were found. That includes, but is not limited to, spackling holes, sanding down the spackle, and painting over the spackled areas with white paint. A *Maintenance Responsibility Release Form* is included with the exhibition proposal packet.
• You must contact Suzanne Hemmat by email at shemmat@bu.edu and receive approval to sign out the Install/Deinstall Toolkits with enough time to prepare to install and deinstall your show. Be courteous to others who are showing work before and after your exhibition and make sure to return the Toolkits in the clean and organized condition you have acquired them, including thoroughly washed paint brushes. The Install Toolkit holds general installation materials such as screws, nails, and hanging wire. The Deinstall Toolkit provides white wall paint, paint brushes and rollers, spackle, and sandpaper. Be sure to let Suzanne know 1-2 weeks in advance if your show needs additional materials for install/deinstall of larger or more complex artwork.

• If PR is needed for these exhibitions, students should speak with Evan Smith (efsmith@bu.edu) in the Visual Arts library as soon as possible in advance of the exhibition. If students provide Evan with images of their work he can post them to the CFA website and social media. All other promotions are the responsibility of the students.

• Evan Smith will also help you photograph your show. Please coordinate with Evan to rent a camera, tripod and lighting kit and get support photographing your work. This exercise will help students document their work for future endeavors. We would like to collect documentation of all Gallery 5 shows for the School of Visual Arts.

• There is a projector on the east wall of Gallery 5 that is capable of projecting short videos, digital images, sound pieces, or any other digital elements. Students are encouraged to incorporate the projector into their exhibitions. Students who would like to do so will need to speak with Jackey West several weeks prior to their install date to go over the use of the projector.

• The arrangement of opening receptions is the responsibility of the student. However, it is the strict policy of the School of Visual Arts that alcohol is under no circumstances permitted at any of these openings.

• Students should also expect to write and give an Artist’s Talk during their Gallery 5 exhibit. This is an important exercise that will contribute to your thesis show. The Artist Talks will be coordinated with Jackey and publized with Evan’s help.

• Artist Talk and photo documentation will be required for all Gallery 5 shows.

• Students need to talk with their faculty about their proposed topic and get support for their Gallery 5 show.
Gallery 5 Proposal Form

Title of Proposed Exhibition: ____________________________________________________________

Briefly describe your proposed exhibition. What are the themes and ideas that will be addressed? Will it be a solo, group, or juried show? What media will be presented?

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List the names of the artists to be featured (artists must be students enrolled in the School of Visual Arts and each must contribute to the installation and de-installation of the exhibition). In the following space, record each participating student’s information. If you need more room, please write on the back of the form.

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Describe the nature and quantity of works to be included in your proposed exhibition. Please note that it is strongly suggested that shows with a sculptural focus utilize Gallery 5’s wall space by featuring two-dimensional work as well, such as drawings/studies. Additionally, if your exhibition will need any installation materials (pedestals, projector, etc.) be sure to indicate that here.

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Explain the layout and installation design of your proposed exhibition. You may also include a drawn layout—blank Gallery 5 floorplans are available in the Visual Arts office.

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Is there any other information you would like the Selection Committee to know about your proposed exhibition?

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Gallery 5 Available Exhibition Time Slots (dates subject to change)

Please indicate 3 week, in order of preference. While we make every effort to assign students one of their preferred slots, this is not always possible and you may be assigned a different time. Time slots in the Spring are in particularly high demand, so we encourage you to select a slot during the Fall semester as well.

If there are any time slots during which you will be unavailable (for example, if you will be going abroad), please indicate this also.

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Maintenance Responsibility Release Form Gallery 5

*Please copy this form and have each artist in the show complete.*

I hereby agree to use due care when installing my exhibition in Gallery 5 and promise to restore the gallery space to its original state once de-installation has occurred. I am aware that the School of Visual Arts office will assist me to that end by supplying spackle, sandpaper, paint, paint supplies, and other necessary tools required for such restoration efforts. If I do not abide by this, I understand that, at the discretion of the School of Visual Arts Director, I may be assessed with a penalty, including, but not limited to, relinquishment of studio deposit money and/or an additional monetary fine.

Artist

__________________________________________
Signed                                                        Dated

Faculty

__________________________________________
Signed                                                        Dated

Exhibition Title: ___________________________________________
Gallery 5 Floor Plan