



Gallery 5: Mission Statement and Protocol

The mission of Gallery 5 is to enhance the quality of life of students in the School of Visual Arts by offering an exhibition space where they can conceptualize, propose, plan, 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 curating, installation, and publicity. These exhibitions rotate on a weekly 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. Typically, there are two days between exhibitions, with one day 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 reviewed by both the School of Visual Arts Exhibitions Committee and the administration of the School of Visual Arts.
- 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 notify us 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 (by the end of the final day of the exhibition time slot) and are required to restore the gallery and gallery walls to the exact condition in which they were found. This includes but is not limited to: removing artwork, removing any vinyl wall text, spackling holes, sanding down spackle, and painting over spackled or painted areas with white paint. A *Maintenance Responsibility Release Form* is included with the exhibition proposal packet.

- You must contact Technical Associate Suzanne Hemmat by email at shemmat@bu.edu, and/or Interim Technical Associate Gus Wheeler at gusw@bu.edu to 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 washing 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 and/or Gus 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 your exhibition, speak with Evan Smith (efsmith@bu.edu) in the Visual Arts Resource 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. Photo documentation is encouraged for all Gallery 5 shows.
- There is a ceiling-mounted projector on the east wall of Gallery 5 for projecting short videos, digital images, sound pieces, or any other digital elements. Students who would like to use the projector should indicate this in their proposal and should notify the gallery manager 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 exhibiting student(s). However, it is the strict policy of the School of Visual Arts that alcohol is under no circumstances permitted at any of these openings. Note that during the 2020/21 academic year, opening receptions with large gatherings of people may not be permitted due to social distancing guidelines.
- Students need to talk with their faculty about their proposed topic and get support for their Gallery 5 show.



Gallery 5 Proposal Form

**Submit to Evan Smith at efsmith@bu.edu.
Applications accepted on a rolling deadline.**

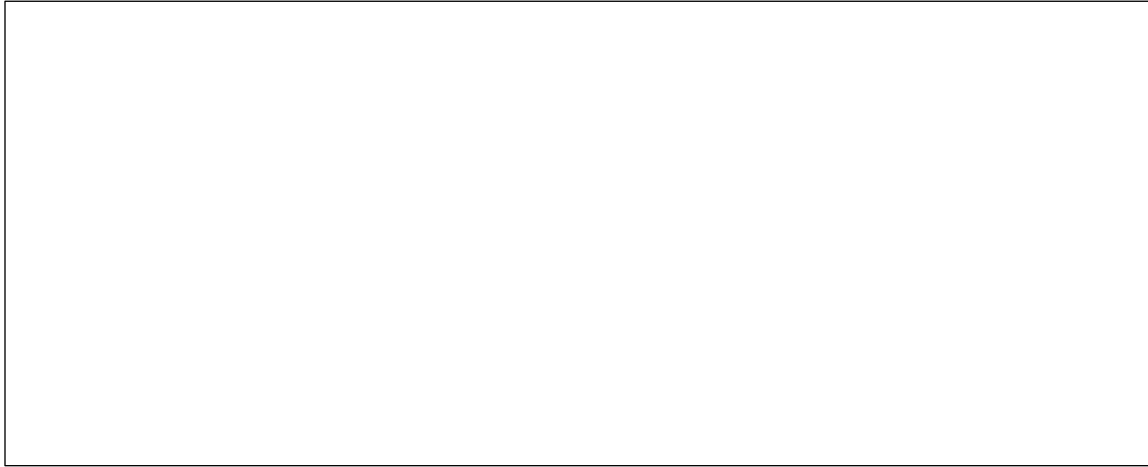
Title of Proposed Exhibition: _____

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?


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). Include each participating student's information below. If you need more room, please write on the back of the form or duplicate this page of the pdf.

Student's name	BU-ID number	Major	Class Year	Email

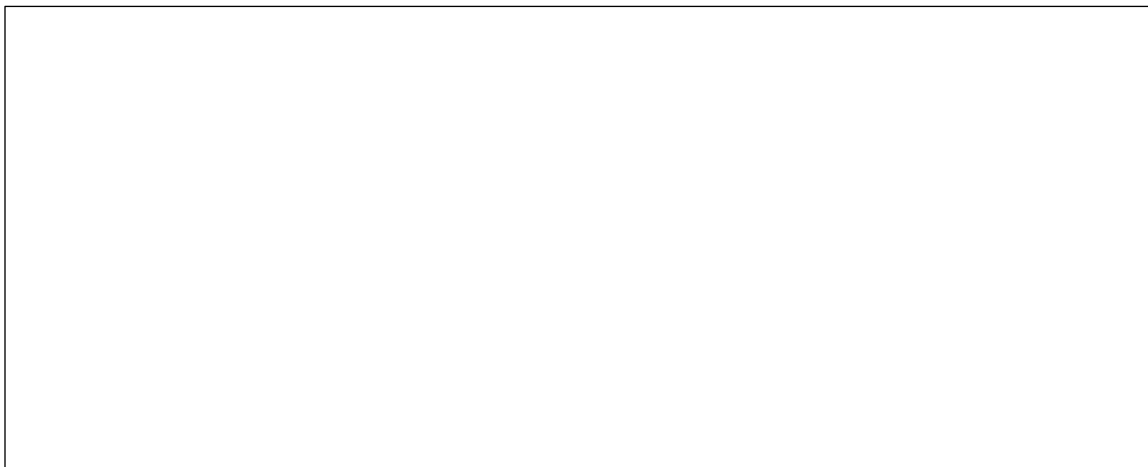
Describe the nature and quantity of works to be included in your proposed exhibition. Additionally, if your exhibition will need any installation materials (pedestals, projector, etc.) be sure to indicate that here.



Explain the layout and installation design of your proposed exhibition. You may also include a drawn layout—a blank Gallery 5 floorplan is attached at the end of this document.



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



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

Please select 3 weeks 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.

<i>Install on Sunday</i>		<i>Deinstall on Saturday</i>
<u>September 13, 2020</u>		<u>September 19, 2020</u>
<u>September 20, 2020</u>		<u>September 26, 2020</u>
<u>September 27, 2018</u>		<u>October 10, 2020</u>
<u>October 11, 2020</u>		<u>October 24, 2020</u>
<u>October 25, 2020</u>		<u>October 31, 2020</u>
<u>November 1, 2020</u>		<u>November 7, 2020</u>
<u>November 8, 2020</u>		<u>November 14, 2020</u>
<u>November 15, 2020</u>		<u>November 21, 2020</u>
<u>November 22, 2020</u>		<u>December 5, 2020</u>
<u>December 6, 2020</u>		<u>January 16, 2021</u>
<u>January 17, 2021</u>		<u>January 30, 2021</u>
<u>January 17, 2021</u>		<u>January 23, 2021</u>
<u>January 24, 2021</u>		<u>January 30, 2021</u>
<u>January 31, 2021</u>		<u>February 6, 2021</u>
<u>February 7, 2021</u>		<u>February 20, 2021</u>
<u>February 21, 2021</u>		<u>February 27, 2021</u>
<u>February 28, 2021</u>		<u>March 13, 2021</u>
<u>March 14, 2021</u>		<u>March 20, 2021</u>
<u>March 21, 2021</u>		<u>March 27, 2021</u>
<u>March 28, 2021</u>		<u>April 3, 2021</u>
<u>April 4, 2021</u>	RESERVED: Tentative MA Art Education	<u>April 24, 2021</u>
<u>April 25, 2021</u>	RESERVED: Tentative BFA Thesis overflow	<u>May 16, 2021</u>



Maintenance Responsibility Release Form Gallery 5

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

I hereby agree to practice due care when installing my exhibition in Gallery 5 and promise to restore the gallery space to its original state once de-installation has completed. 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 a penalty, including, but not limited to, relinquishing of a studio deposit and/or an additional monetary fine.

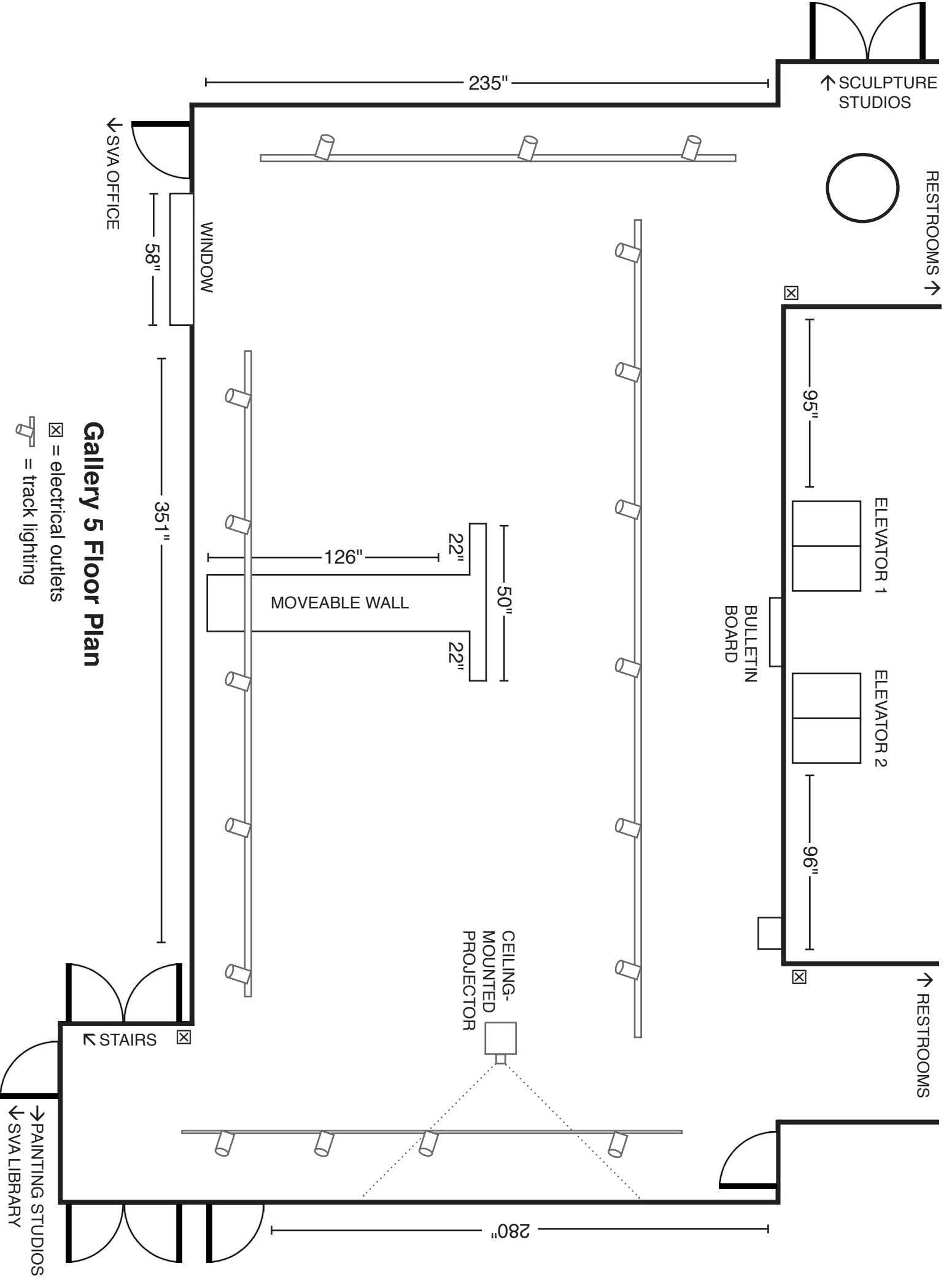
Artist:

Signed **Dated**

Faculty:

Signed **Dated**

Exhibition Title: _____



Gallery 5 Floor Plan

- ☒ = electrical outlets
- ☒ = track lighting