



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 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 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 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 Julianna Augustine (jlaugust@bu.edu) in the Visual Arts Office as soon as possible in advance of the exhibition. If students provide Julianna with images of their work, she can post them to the CFA website and social media. All other promotions are the responsibility of the students.
- 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.
- If you are interested in printing a title/artist statement, please submit the following information 1-week prior to your installation to Technical Associate Brandon Cohen, cohenbs@bu.edu.
 - An Adobe Illustrator file (.ai) with the show title and/or statement sized to how you want it displayed.
 - If the font used is uncommon, it should either be packaged with the file or have the type converted into outlines.
 - Be mindful of decorative fonts or fonts that are thin or contain thin serifs as that can cause issues during printing.
 - If you have questions about sizing, please reach out to Brandon directly ahead of time.
- 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.
- 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 Julianna Augustine at jlaugust@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. If there are any time slots during which you will be unavailable (for example, if you will be going abroad), please indicate this also.

<u>Install on Sunday</u>		<u>Deinstall on Saturday</u>
<u>September 5, 2021</u>	<u>UROP Show</u>	<u>October 13, 2021</u>
<u>October 14, 2021</u>	<u>Jill Grimes - Painting II</u>	<u>October 23, 2021</u>
<u>October 24, 2021</u>	<u>Alessandro Lopresti</u>	<u>October 30, 2021</u>
<u>October 31, 2021</u>		<u>November 6, 2021</u>
<u>November 7, 2021</u>	<u>James Grady – Graphic Design Studio</u>	<u>November 13, 2021</u>
<u>November 14, 2021</u>	<u>Lucy Kim – Contemporary Issues I Class</u>	<u>November 20, 2021</u>
<u>November 21, 2021</u>	<u>Jeffrey Nowlin Foundation Sculpture</u>	<u>December 4, 2021</u>
<u>December 5, 2021</u>	<u>Emma Schmidt & Asjha Malcolm</u>	<u>January 22, 2022</u>

SPRING 2022 *Note: Spring semester dates are reserved for graduating seniors.

<u>Install on Sunday</u>		<u>Deinstall on Saturday</u>
<u>January 23, 2022</u>		<u>January 29, 2022</u>
<u>January 30, 2022</u>		<u>February 5, 2022</u>
<u>February 6, 2022</u>		<u>February 12, 2022</u>
<u>February 13, 2022</u>		<u>February 19, 2022</u>
<u>February 20, 2022</u>		<u>February 26, 2022</u>
<u>February 27, 2022</u>		<u>March 5, 2022</u>
<u>March 13, 2022</u>		<u>March 19, 2022</u>
<u>March 20, 2022</u>	<u>NASAD VISIT (Tentative)</u>	<u>April 2, 2022</u>
<u>April 3, 2022</u>	<u>RESERVED: Tentative MA Art Education</u>	<u>April 23, 2022</u>
<u>April 24, 2022</u>	<u>RESERVED: Tentative BFA Thesis overflow</u>	<u>May 21, 2022</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: _____