

Student Galleries South Policy and Procedures

1. Students are required to complete a gallery workshop conducted by University Galleries staff before an exhibition is approved. One workshop will be offered a year on the last Friday of September. In years when extraordinary admissions to our programs require a spring session it will be scheduled.
2. Exhibitions will run for 11 days over a two-week time period. With some exceptions, exhibitions may take more than one two-week slot. Exhibitions will open on Monday and close the second Thursday after the opening date. Installation will take place the Saturday and Sunday prior to the Monday opening date. The University Galleries Director sets the exhibition dates the academic year previous to the current. Holidays may affect this schedule.
3. Candidates in BFA and MFA exhibitions in Student Galleries South should work together and in concert with committee chairs to identify co-exhibitors for pre-planned exhibition docks in the exhibition schedule. Students should consider showing with fellow artists whose work is complementary to their own work. Student Galleries South is an exhibition space comprising three exhibition galleries. One-person exhibitions will be considered on a case-by-case basis following the submission of a detailed plan for the space. One-person exhibitions will be approved based on schedule, not content. Proposals for such extraordinary exhibitions must be submitted to the University Galleries Director by December 31st of the calendar year previous to the year the planned exhibition will be held.
4. The title of the exhibition and titles for art works must be submitted at least one month before the exhibition opening. These must be submitted to the University Galleries Exhibition Coordinator in Word (not PDF or Google Docs) by email.
5. Submission of mock invitations/cards/flyers must be submitted as digital files by email for approval by the University Galleries Director one month prior to the exhibition opening before they may be printed. All print material must include the Nevada N. <http://www.unr.edu/marcom/university-identity/logos>
At the time of submission, please include a 900px wide by 400px tall banner image in jpg format with no or little text as well as a promotional image of any size for social media advertising (please note that this image may be cropped).
6. ALL MFA Mid-Way Advancement to Candidacy exhibition publicity, whether print or web publication, MUST include “University of Nevada, Reno MFA in Art Mid-Way Advancement to Candidacy Exhibition.”
7. ALL thesis-related publicity, whether print or web publication, MUST include “University of Nevada, Reno MFA in Art Thesis Exhibition.”
8. You must submit the Exhibition Warrant form signed by your committee chair to the Preparator one month before your exhibition.
9. Students must schedule an in-person office meeting with the Director to occur one month before their exhibition and submit a printed draft of the exhibition layout to the University Galleries Director at that time.
10. **A \$100.00 security deposit per exhibiting artist (with some exceptions) must be submitted to the Preparator one week prior to installation in Student Galleries South.** The deposit may be made in cash or by a check made to “Board of Regents.”

11. Pursuant to UNR policy, live animals may not be used in exhibitions.
<http://www.unr.edu/administrative-manual/5000-5999-general-university-services/management-of-space-and-facilities/5470-animals-on-university-property>
12. Students who wish to paint the walls must submit a signed approval form from their committee chairperson to the Preparator one month before installation. Students may only use flat or satin (no glossy) interior low-VOC latex paint from Reno Paint Mart and they are responsible for the cost of both the paint of their choosing and for the required amount of **Benjamin Moore 2125-20 Deep Space flat finish** to return the gallery walls to their original color. Students will be provided with one roller sponge and one tray liner; additional supplies are the responsibility of the student. Please remember all painting must be complete by Friday at noon. Students should return the walls to as good or better condition than they received them in.
13. Exhibiting artists who wish to host alcohol service must request to do so via an email to the University Galleries Director one month prior to the opening. A confirmation will follow. Students are responsible for a \$90 bartender fee, payable by check (written to Board of Regents) or cash to the Director, as well as the cost of alcohol, which student must purchase on their own, and cost of food which must be served in order for alcohol service to be approved. Students are responsible for providing all serving dishes, water carafes, utensils, plates, cups, and napkins.
14. Students must use their own wall spackle. Students should purchase 1 pint of DryDex Spackling with DRY TIME INDICATOR available for less than \$6 from Home Depot, Target, and other similar stores.
15. A checklist will be given to each artist prior to installation. This list will include expectations for the care and maintenance of walls, floors, lighting, and other gallery areas that the students must address. The list will be checked at the end of each exhibition to ensure that the quality of the environment meets expectations. Failure to do so will result in the forfeiture of the student's deposit.
16. Check in to the gallery includes access to the tool cart which may be shared with other students. In group show situations, a chosen representative must be identified and the cart's return to its original order will be that representative's responsibility. The tool cart has limited tools; additional tool requirements are the student's responsibility.
17. The gallery has very limited technology equipment. Students should inquire with the Digital Media Center in the Knowledge Center as soon as possible to secure technology needs.
18. There are a limited number of pedestals available to students. Students must make arrangements with the Preparator to borrow pedestals one month ahead of installation. These pedestals may not be clean when you receive them. No oil based or glossy paint may be used on these items.
19. Student Galleries South is to be open Monday through Thursday between 12 p.m and 4 p.m. Student Galleries South is to stay open until 8 p.m during opening receptions, which may correspond with Sheppard Contemporary opening receptions. University Galleries staff CANNOT gallery sit; you are responsible for fully staffing the gallery.
20. Vinyl wall titles and object labels are the responsibility of the exhibiting student. Vinyl can be printed at the De La Mare Library in Mackay Mines.
21. The posting of price lists are prohibited with the exception of specifically identified fundraising exhibitions by student clubs and similar groups.
22. Pursuant to UNR policy, all university employees and students are defined as Campus Security Authorities. Any CSA who becomes aware of any crime must promptly report

it to University Police Services. This includes attention to University policy on the protection of children. Any exhibition that may include material which is illegal to share with children should be signposted at the gallery entrance and clearly prohibit entry to children.

23. Removal of art must take place the Friday immediately following the exhibition closing. Students are responsible for scheduling a walk-through one month prior to the opening with the Preparator to take place no later than noon on that Friday. Walkthroughs may not be rescheduled for any reason. Failure to participate in the checkout walk-through will result in a forfeiture of the deposit.
24. You may not store artwork before or after your exhibition in the gallery, gallery storage closets, or back hallway. No food may be left overnight at anytime anywhere in the gallery.

Student Galleries South
Jot Travis Building
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University Galleries Staff Contact Info

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Student Galleries South Deadlines

ONE PERSON EXHIBIT REQUEST

Exhibition title and object list

PRINT MARKETING

DIGITAL MARKETING FOR ONLINE

Exhibition warrant

Request to paint

Pedestals request

Exhibition layout meeting

ALCOHOL SERVICE REQUEST

Walkthrough Meeting Scheduled

Deposit Check

DEC 31ST OF THE YEAR PREVIOUS

One month prior to exhibition

ONE MONTH PRIOR TO EXHIBITION

ONE MONTH PRIOR TO EXHIBITION

One month prior to exhibition

One month prior to exhibition

One month prior to exhibition

One month prior to exhibition

ONE MONTH PRIOR TO EXHIBITION

One month prior to exhibition

One week prior to exhibition

KEY:

Italics=Preparator

CAPS=DIRECTOR

Bold=Exhibitions Coordinator