

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 in January. In years when extraordinary admissions to our programs require a Fall session it will be scheduled.
2. Exhibitions will run for 10 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 student's chair by email. A copy should be emailed to the Exhibition Coordinator for the University Galleries records in a PDF document.
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). The Director will not be advising on the design of the printed materials. Please work with your chair before submitting the final version to the University Galleries Director.
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. In case of group exhibitions, each person should submit a warrant signed by their individual chairs.
9. Students must schedule a meeting with their chair to go over their exhibition layout. They should then submit a printed draft of the exhibition layout to their chair one month prior the exhibition. They should also email a copy of the document to the Exhibition Coordinator for the University Gallery records in a PDF document.
10. For shows of 3 artists or less, a \$100.00 security deposit per exhibiting artist (with some exceptions) must be submitted to the Exhibition Coordinator 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. For group shows of 4 or more, a \$25 deposit per exhibiting artist must be submitted to the Exhibition Coordinator 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.”

12. Pursuant to UNR policy, live animals may not be used in exhibitions. <http://www.unr.edu/administrative-manual/5000-5999-general-universityservices/management-of-space-and-facilities/5470-animals-on-university-property>

13. 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 (not glossy) interior low-VOC latex paint from Reno Paint Mart. 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.

14. Exhibiting artists who wish to host alcohol service must first find a faculty member that agrees to be responsible for the opening event. A request needs to be sent via an email to the Exhibition Coordinator one month prior to the opening with the faculty member’s name, contact information, and signature. A confirmation will follow. Students are responsible for a \$115 bartender fee, payable by check (written to Board of Regents) or cash to the Exhibition Coordinator, 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.

15. 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.

16. 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.

17. Check in to the gallery includes access to the tool cart and the tool room which may be shared with other students. The tool cart and tool room have limited tools; additional tool requirements are the student’s responsibility. Student’s may check out a laser level from the Preparator, with advance notice and approval. Any missing tools will result in the forfeiture of the deposit.

18. 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.

19. 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.

20. Student Galleries South is to be open Monday through Thursday between 12 pm and 4 pm. Student Galleries South is to stay open until 8 pm during opening receptions. University Galleries staff CANNOT gallery sit; you are responsible for fully staffing the gallery.

21. Vinyl wall titles and object labels are the responsibility of the exhibiting student. Vinyl can be printed at the DeLaMare Library in Mackay School of Mines.

22. The posting of price lists are prohibited with the exception of specifically identified fundraising exhibitions by student clubs and similar groups.

23. 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.

24. Removal of art must take place the Thursday immediately following the exhibition closing on Wednesday. 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.

25. 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 any time anywhere in the gallery.

Student Galleries South Jot Travis Building 1164 N. Virginia St Reno, NV 89503

University Galleries Staff Contact Info

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Student Galleries South Deadlines

Submit to	When
<u>Director: Vivian Zavataro</u>	
One-person exhibit request	Dec 31 st of the previous year
Print Marketing	One month prior to exhibition
Digital Marketing for online	One month prior to exhibition
<u>Exhibition Coordinator: Kelly Keefe</u>	
Alcohol service request	One month prior to exhibition
Deposit Check	One week prior to exhibition
<u>Art Preparator: Justin Manfredi</u>	
Exhibition warrant	One month prior to exhibition
Request to paint	One month prior to exhibition
Pedestals request	One month prior to exhibition
Schedule a walk-through	One month prior to exhibition closing