



## The Patterson Gallery Request Form and Guidelines

The Patterson Gallery is available for one or two-week exhibitions to individual undergraduate students in the School of Visual Arts (SoVA) **once per semester**, to groups of undergraduate students in the SoVA, and to undergraduate classes\* in the SoVA. Priority scheduling is reserved for specific cases. (See Patterson Gallery Rules on back)

Submit requests to 210 Patterson. Prior to submission, a faculty sponsor must review your work and provide a signature of approval. If your application is approved, a staff member of the SoVA will email you confirmation of your exhibition dates.

First Choice of Exhibition Dates: \_\_\_\_\_

Second Choice of Exhibition Dates: \_\_\_\_\_

Type of exhibition (please circle): Individual, Group, or Class

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E-mail \_\_\_\_\_

Major: \_\_\_\_\_

Estimated graduation date: \_\_\_\_\_

Required 3 to 5 sentences to describe your work:

### YOU MUST HAVE A FACULTY SPONSOR:

Faculty Sponsor: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SoVA Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I understand that every precaution will be made to guard against theft or destruction of work; however, exhibits in the Patterson Gallery are not insured under University Insurance. The Patterson Gallery, the School of Visual Arts, and the University will not be responsible for any stolen or damaged work. I am responsible for the handling, installation, and exhibition of my artwork as well as the repair and restoration of the gallery to its original condition. Due to limited time and space, preference is given on a "first come, first serve" basis. **All exhibitions must provide signage with the title of the exhibition, student name, and sponsoring faculty name.**

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

After receiving this completed and signed request form, the SoVA Office will consider your request and email you with a confirmed date. Please keep a copy for your records.

RETURN THIS FORM TO ROOM 210 PATTERSON BUILDING

\* Class exhibitions with permission of SoVA Director



## The Patterson Gallery Request Form and Guidelines

**PLAN AHEAD:** Priority scheduling for graduating students in their final semester at University Park (graduating, studying abroad, student teaching, interning, etc., not transferring to another institution or similar non-graduating situation) is as follows:

August 1 until November 15 for the following spring semester  
January 1 until March 15 for the following summer/fall semesters

**BE CONSIDERATE:** You must set up on a Sunday and take down your exhibition on Saturday before midnight in order to make room for the person exhibiting after you.

**PROMOTE YOURSELF:** You are responsible for your own signage, labels, advertisements, flyers, posters, and postcards. Also recommended are artists' statements, comment books, etc. Receptions are encouraged but not required. After the reception, you are responsible for all clean-up and trash removal from the building. **NO ALCOHOL IS EVER PERMITTED.**

**PROVIDE PROFESSIONAL SIGNAGE:** All labels and wall texts should be clear and professional (typewritten). All exhibitions must display the title of the exhibition, the name(s) of the student(s), and the sponsoring faculty name(s).

**LEAVE EVERYTHING AS YOU FOUND IT:** You will NOT be provided with tools for installation. You must remove all installation hardware, patch holes, and re-paint anything you have disturbed. THE PATTERSON GALLERY CABINET CONTAINS EXTRA LIGHTS, SPACKLE, AND TOUCH-UP PAINT ONLY! If you move the gallery lights, you must return them to their original locations. You may not suspend anything from the ceiling grate or write on the walls. You will be asked to reimburse the School of Visual Arts for replacing or repairing any lost or damaged equipment or damage to the gallery itself.

**SELL YOUR WORKS:** (You keep all the money) However, be aware that displaying prices beside the work may encourage theft. If you are interested in selling your works, leave a price list with the staff in 210 Patterson.

**KEEP IN MIND THAT THE PATTERSON GALLERY IS AN OPEN HALLWAY IN A PUBLIC BUILDING:** Neither the Patterson Gallery nor the School of Visual Arts is responsible for items vandalized, damaged, or stolen.