ART 496.001 BFA Exhibition
Spring 2018
Neal Cox
coxn@sfasu.edu
936.468.4563
office hours Mondays through Thursdays 1:40-2:30 pm
Stephen F. Austin State University School of Art

1) Meet with Neal Cox (see office hours above, or email to schedule a time) and set up a time for your show. You’ll need to share the gallery with another student, and, in some cases, two other students. If you already know who this will be, come together to schedule your show.

2) Fill out the Application for BFA Exhibition form included in this packet and also available in the main office. You will need to meet with your major area professor and another School of Art professor who will both sign off on this form and agree to adjudicate your exhibit. Once you have filled out this form, file it in the main office. Failure to do so within the first three weeks of the semester may cause you to lose your scheduled time.

When it’s time for your show:

3) Produce advertisements. Posters and/or postcards are the most common method for advertising your show.

   a. On campus we have the Graphics Shop (in the BPSC) and the Print Services that can print your advertising for a reasonable price. The Graphics Shop can also design them for a fee.

   b. If you write a press release and send it to the arts information office, they can help you advertise (this will not take the place of making posters/postcards). Contact Robbie Goodrich at 936.468.5820 goodrichrs@sfasu.edu

   c. You may also want to make a sign to put on Wilson Drive to help people find the gallery.

   d. Social media is another method of advertising (also doesn’t take the place of posters/postcards).

4) There are two gallery keys, one for each group showing in the galleries, available for checkout through Michelle Dorsett in the main office. One person per group checks out the key and is responsible for that key throughout the duration of your show.

5) Give your two BFA ballots (included in this packet and also available in the art office) to the appropriate professors
b. Fill out the top portion with all your information and give it to the professors before the show goes up (it’s up to you how far in advance you give it to them).

c. The professors will complete the ballots after viewing your show and they will return them to the office. After making a copy for Neal Cox, the ballots will be placed in your file.

Failure to distribute the ballots to your professors may necessitate issuance of a failing grade.

After your Show:

6) You are responsible for all clean up of the gallery and surrounding areas.

a. You must take out the trash after your opening/closing. We cannot keep food trash in the trashcans overnight, and especially over the weekend. Even if the custodial staff is still here, it is still your responsibility to take out the trash because your opening/closing is above the scope of their normal responsibilities.

   i. Take the trash to the dumpster in the parking lot; Do not leave it in the outside trash can by the vending machine.

b. You must clean up the kitchen if you use it for your food preparation.

   i. Nothing can be left in the refrigerator unless you are donating it to other students.

c. When you take down your show, you must fill and retouch all holes.

   i. Spackle and paint are stored behind the curtain in the back gallery. If the supplies are low or missing, contact Neal Cox to get more.

   ii. Take a very small amount of spackle (smaller than your fingertip) and fill any holes

   iii. Use a paintbrush and the provided wall paint to cover the spackle once it is dry. Also retouch any scuff marks or stray pencil markings you may have made on the walls.

   iv. If you left debris on the floor (from drilling holes or things that may have come off you work), sweep the floor.
d. Anything left behind in the gallery (artwork, tools, stereos) will be removed and will become the property of the gallery (or thrown away).

7) Return the gallery key to Michelle Dorsett.

Any damage to the gallery will be assessed, and if not repaired at the student’s expense, will be cause for a withheld grade, or a grade fail until the student makes necessary repairs. Do not use materials, such as velcro, that will damage the walls.