1) Meet with Neal Cox (see office hours above) or email to tentatively schedule a
gallery for your show. You’ll may need to share the gallery with another student,
and, in some cases, two or more other students. If you already know who this
(these) will be, come together to schedule your show. Graphic design students
are required to participate in the portfolio week at the end of the semester and
*may* count this participation as their BFA exhibit.

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 gallery. Your show is scheduled only once you
have correctly filled out and filed this paperwork.

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 936.468.6407
      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. If you are using the Exit Hall Gallery,
you won’t need a key.
You can also check out a gallery tool kit from Ron in the shop. Please take care using these tools. Damage or loss will necessitate a with held grade until the tools are replaced.

As you install your show, please be aware of the following gallery use policies: Use only screws for hanging devices (no velcro). The only approved paint color is the existing color of the walls. No other paint is allowed. If you have leftover lights, do not take them down from the lighting tracks. Rather, simply leave them in the track and turn off the individual switch on the light itself.

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.

Your reception:

6) Students showing in the same week must coordinate with each other to schedule their reception. Receptions should not conflict with any other scheduled School of Art functions or Cole Art Center/Grifﬁth Gallery functions.

   a. You must take out the trash after your reception. We cannot keep food trash in the trashcans overnight, and especially over the weekend. Even if the custodial staff is still here, it remains 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 next to 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.
After your Show:

7) You are responsible for all clean up of the gallery and surrounding areas.
   a. When you take down your show, you must fill and retouch all holes.
      i. Spackle and paint are stored shop. 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.
   b. Anything left behind in the gallery (artwork, tools, stereos) will be removed and will become the property of the gallery (or thrown away).

8) Return the gallery key to Michelle Dorsett. Return the tool kit, paint, and spackle to Ron King.

   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.