

## **R.W. & JOYCE WITT GALLERY GUIDE TO YOUR EXHIBITION**

The Witt Gallery holds approximately 15-20 student exhibits each academic year. This is a great opportunity to develop further as an exhibiting artist and to delve into the responsibilities of gallery management. The gallery is an exhibition space specific for student work and is run by the student exhibitors. It is a valuable tool for a hands-on learning experience.

**It is important to keep your faculty sponsor and the University Galleries Coordinator informed of all details related to your exhibition.** Make all arrangements with their approval and make plans well in advance. Make sure that the University Galleries has your current contact information (phone numbers, e-mail address, etc.). Remember also that you are sharing these facilities with other exhibitors: collaboration, consideration, and cooperation are essential.

In this guide you will read about exhibition procedures, install & de-Install guidelines, and how to submit your postcard for approval and printing. We have also included an "After-Show Cleanup Checklist" for your use and reference. In addition, we encourage you to seek reimbursement for your exhibition materials through the Academically Related Activities (A.R.A.) Student Academic Development (S.A.D.) Program Grants. We have attached the link to the 2023-24 S.A.D. grant application at the end of this document for your **reference**. Be sure to check out the Academic Affairs website for the most updated form.

We wish you a successful and enjoyable experience exhibiting your work.

Sincerely,  
The Art Department & University Galleries

**University Galleries website:**  
<http://www.csus.edu/university-galleries/>

## ART DEPARTMENT & UNIVERSITY GALLERIES CONTACTS

### Staff and Administration:

Name	Title	Email	phone
Kelly Lindner	<i>Art Galleries and Collections Curator</i>	kelly.lindner@csus.edu	916-278-6898
Mustafa Shaheen	<i>University Galleries Coordinator</i>	shaheen@csus.edu	916-278-4189
Rachel Clarke	<i>Art Department Chair</i>	rclarke@csus.edu	916-278-6166
Kevin Ptak	<i>Instructional Support Technician</i>	ptak@csus.edu	916-278-4917
Kate Wallace	<i>Administrative Support Coordinator</i>	katewallace@csus.edu	916-278-5786

### AY 2024-2025 Gallery Committee:

Name	Email
Professor Mya Dosch, PhD	dosch@csus.edu
Professor Robert Ortbal	ortbal@csus.edu
Kelly Lindner, Curator	kelly.lindner@csus.edu
Professor Adero Willard	a.willard@csus.edu

## EXHIBITION PROCEDURES

### ORIENTATION MEETINGS:

All exhibitors are required to attend an orientation meeting with the Gallery Committee. The date and time will be sent to you via email before the start of the semester.

### WHEN TO INSTALL

You can begin installing your show on **Saturday by 11AM**, the weekend before your exhibition week. Your show must be fully installed and open to the public by Tuesday at noon.

### INSTALLATION:

The Art Department has basic equipment for show installation. Speak to the department's Instructional Support Technician (Kevin Ptak), **before the weekend** if you need to borrow any equipment or cannot find items such as paint, rollers, and spackle. If you need pedestals or other installation materials from the Else Gallery annex, you must arrange it during normal gallery hours through the Art Office, as keys to the Else Gallery cannot be checked out overnight. Pick-up and drop-off of all borrowed items must be done during normal business

hours. Only water-based paint can be used in the Gallery. Tool clean-up must be done in the sink in the alcove/closet in the Witt Gallery. Do not clean brushes or pans in the bathrooms.

### **DE-INSTALLATION:**

It is advised that your show's de-installation occur on Friday, after your show closes; and/or **Saturday morning before 11AM**. It is important to connect with the exhibitor after you so that you can coordinate a mutually agreeable time to exchange the keys and understand the weekend's de-install/install timeline. Be professional and courteous and leave the gallery **as clean as possible**. Paint should be touched up and holes spackled by you before turning the gallery over to the next exhibitor. **It is not the responsibility of the Art Department or the next exhibitor to clean up the gallery after your show.**

### **GALLERY KEYS:**

There are two sets of keys available for the Witt Gallery:

(1) The *full-set* of keys is handed off from one exhibitor to the next. At the end of your show, you will need to "pass the keys" to the next exhibitor. Ask University Galleries for the next exhibitor's contact information, if you don't already have it. *If the following week is vacant, then turn the keys into the Art Office.*

(2) The other key ring is kept in the Art Department and can be borrowed by exhibitors or sitters who are approved by the artist. Anyone borrowing a key from the Art office must "check out the key" by filling out the register at the counter. The **key must be returned before 4:30PM**.

The keys are property of the University. Anyone checking out keys is responsible for those keys and is liable for any fees incurred for the replacement of keys and/or rekeying of doors. Immediately contact the Art Department if the Gallery keys are lost or stolen. If the keys are stolen, a police report must be filed with Campus Police.

Keys to the Else Gallery are not given out. If you need access to the Else, you must pre-arrange access with the Art Office during normal business hours.

### **GALLERY ATTENDANTS (sitters):**

The exhibitor is responsible for finding & coordinating coverage for the public hours of the gallery. The names of any additional attendants the exhibitor wishes to sit the exhibit must be shared with the Art Office and University Galleries before the exhibition opens, so that we can add them to the authorized key list.

Information for attendants & visitors: regardless of whether or not hired or volunteer attendants are used, each exhibitor should provide printed information about their show so that the attendants are prepared to answer questions from gallery visitors. Such information to provide may include an artist statement, a list of works, and their prices if they are for sale.

### **GALLERY NOTICE BOARDS:**

The Art Department has two notice boards (aluminum cases with black interior) for posting information at Kadema Hall. One board is located at the exterior east end of Kadema Hall, next to the entrance of the Kadema hallway. This board is unlocked. The second notice board is located on the north side of the Witt Gallery (to

your right, as you walk out the back door of the Witt Gallery). The key to this board is on the Witt key ring. It is the responsibility of the exhibitors to update notice boards with current dates and information about their exhibits. The exhibitors must also remove any posted items when their shows are over.

### **GALLERY SIGNAGE:**

You may use water-based latex paint to stencil your show title onto the gallery wall. You may also use vinyl lettering that can peel away once the show is over. Please provide printed information about the work in your exhibition. To label your work, you may use adhesive wall labels, water-based paint, numbered pins, or you may use a simple check-list that can be photocopied and/or inserted in the Gallery Binder. An artist's statement should also be included either on the wall or in the gallery binder.

### **WITT SANDWICH BOARD:**

Place the two-sided sandwich board on the corner of the lawn, at the end of the corridor. Do not place it on the concrete, as it will impede the flow of pedestrian traffic. Do not block the orange plastic strip on the concrete, as that is used as a guide for those with visual impairments.

### **RECEPTION:**

- **RECEPTION DAY AND TIME:** you may host a reception in conjunction with your exhibition. Please let the University Galleries and Art Department know two weeks prior to your exhibition, when you would like to hold your reception. Thursday evenings between 5-7PM is a recommended day and time.
- **WINE/BEER:** alcohol is NOT allowed.
- **FOOD:** please don't feel like you need to serve a feast or feed the masses. However, if you would like to have food at your reception the University follows health regulations and homemade food should **not** be served at campus events. Purchase food from a commercial distributor (i.e., a grocery store, supermarket, or one of the venues on campus). It must be stored safely and at the correct temperatures.
- **TRASHCANS AND BATHROOMS:** custodial services can be arranged through the Art Office. Please let the art office know if trashcans need to be provided, emptied, or the bathrooms left unlocked prior to an event.
- **CHAIRS AND TABLES:** chairs, tables, and rolling tables/counters are available to check-out. Please contact the Art Office to request these items.
- **KITCHEN SUPPLIES:** some kitchen supplies are available in the Else Gallery kitchen. These must be cleaned and returned after the event. Coordinate with the Art Office.
- **CLEAN UP:** the exhibitor is responsible for basic clean-up after any event. If you have trash, dispose of it properly. Do not leave trash piled up or overflowing from the trashcans in the bathrooms or breezeway. If you have borrowed any of the Department's furniture or utensils for your reception, and don't have access to the storage room after your reception, please put these items in the Gallery for overnight storage. Don't leave them outside the building.

### **VACANT SHOW SLOTS:**

From time to time there may be an "empty" week between student shows. This can be due to a variety of reasons. The Gallery Committee and the University Galleries will try to fill the vacant slots as they open up. The Gallery Committee may choose to use the time to deep clean the gallery or hold a community show or show

specific to a course. *Do not assume you know what is going on during the vacant weeks.* Your faculty advisor and University Galleries must clear any activity extending beyond your show dates. **A vacant show slot is not to be used as an excuse to delay your de-install.**

#### **FUNDING:**

All Witt Gallery exhibitors (solo and group shows) are responsible for all costs associated with their show. Exhibitors are eligible to apply for the Student Academic Development (S.A.D.) Program grant to recoup up to \$300 in costs (non-food related). And official student clubs exhibiting a group show are eligible to apply for DOC grants.

Check these websites for information:

<http://www.asi.csus.edu/doc-grants>

<https://www.csus.edu/academic-affairs/internal/grants-academic-affairs.html>

## **PROMOTIONAL MATERIAL**

#### **Postcard:**

Creating a postcard can be a useful tool in promoting your show. It can also be included later as an item in your portfolio. Any postcard used to promote your exhibit must use the approved template approved by University Marketing. Submitting one image of a piece in the show, as well as a two-sentence description of the exhibit is additionally helpful in advertising your work to the public. This information will be posted on the University Galleries and Art Department websites and social media accounts. Please send all content to University Galleries Coordinator, Mustafa Shaheen. Each exhibitor is responsible for all costs to print a postcard.

#### **Submit the following to print a postcard and to be used in all promotion:**

- **Representative image for your show: 5x7 aspect ratio, 300 DPI JPEG**
- **Show title**
- **Artist(s) name(s)**
- **Show dates**
- **Reception date and time (we recommend all receptions happen on Thursday evenings between 5-7pm)**
- **2-sentence description about your show**

**EMAIL TO: University Galleries Coordinator THREE-FOUR WEEKS prior to your show via email. Subject line should include Witt exhibition social media promo.**

Creating a postcard and/or a poster can be a useful tool in promoting your show. It can also be included later as an item in your portfolio. Any postcard/poster used to promote your exhibit must be approved at the Department and University level. Submitting one image of a piece in the show, as well as a two-sentence description of the exhibit is additionally helpful in advertising your work to the public as this will be posted on

the University Galleries website and social media accounts.

**Social Media, University Galleries Website and Calendar listings:** both the University Galleries and the Art Department will promote your exhibitions through social media (Facebook, Instagram, website, and various calendar listings).

## EXHIBITION CHECKLIST

- Postcard: Submit content to the University Galleries Coordinator 3-4 weeks prior to show.
- Schedule sitters for your exhibition. Submit names and contact information to the University Galleries and Art Department two weeks prior.
- Connect with next Exhibitor to discuss when you will need to meet to exchange the keys and determine the best de-install/install timeline that is acceptable to both of you
- Request pedestals, shelves, and/or any other exhibition furniture Friday before your installation BEFORE 4PM.
- Post postcard or posters in Kadema Hall, ASL, distribute prior to exhibition week
- Installation Saturday 11am – Monday 5pm.
- Deinstallation Friday 5pm-Saturday 11am
- Follow all clean up procedures below

# GALLERY CLEAN UP CHECK LIST

**Outgoing exhibitors:** use this list as a reminder of all the tasks that must be done at the end of your exhibition in the Else or Witt Gallery.

**Incoming exhibitors:** use this list to check the conditions of the gallery when you arrive to install your show. If you notice any problems, please report them to the University Galleries staff or to the Art Department office.

**Failure to leave either gallery in a clean, operational condition could result in the loss of access to the space in the future.**

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- Pedestals, shelves, and/or any other exhibition furniture removed and returned to storage area
  
- All signage removed from the Gallery and display cases
  
- Walls returned to original condition: putty, spackle and paint used where required (ask the Department's Support Technician or Art Office staff for access to supplies)
  
- Gallery windows cleaned
  
- Lights in full working condition (ask Support Technician for replacement bulbs)
  
- Gallery floors are swept and mopped. Request buffing if necessary (speak to art office to request this)
  
- All trash removed from the Gallery
  
- All supplies/equipment (ladder, paintbrushes, etc.) returned to appropriate storage areas
  
- Witt Gallery supply storage alcove and sink are clean (***no paint!***)
  
- Other (please list other problems, if any, here)



## **ACKNOWLEDGEMENT**

Please acknowledge that you have read the Witt Gallery Exhibition Guide in its entirety and email this signed page to **[galleries@csus.edu](mailto:galleries@csus.edu)**:

**Name:**

**Date:**

**Signature:**