Student Union Art Gallery 2012-13 Information Packet

The submissions deadlines:
• August 7, 2012 at 5:00pm: Fall One Exhibition Cycle
• September 14, 2012 at 5:00pm: Fall Two & Spring One Exhibition Cycles
• February 15, 2013 at 5:00pm: Spring Two & Summer Exhibition Cycles

The Student Union offers several different art exhibit spaces, open to students. Art exhibits are different from promotional event displays. Exhibits should showcase student artwork such as photography, paintings, poetry, etc.

If you have specific questions regarding the submissions process or dates visit our website: www.chapman.edu/scl/union or please call 714.997.6761 or email: studentunionart@chapman.edu.

Available exhibit spaces (total of 3-4 exhibits):

<table>
<thead>
<tr>
<th>Exhibit Locations</th>
<th>Number of exhibits</th>
</tr>
</thead>
<tbody>
<tr>
<td>East &amp; West Hallway Walls between Argyros Forum Elevators and Great Room</td>
<td>1-2 exhibit spaces (solo or group exhibits considered)</td>
</tr>
<tr>
<td>AF 119 Ballroom Hallway Wall – on the south wall of the ballroom</td>
<td>1 exhibit space (solo or group exhibit considered)</td>
</tr>
<tr>
<td>East Wall next to Stage</td>
<td>1 large scale work showcase space dedicated to thematic or global citizen artwork</td>
</tr>
</tbody>
</table>

Exhibitions during the academic year typically last 7-8 weeks so that two art exhibits may be displayed in the above spaces each semester. Summer exhibitions typically last 12-13 weeks.

How to Submit Art for Exhibition:

Submissions are accepted on a rolling basis but proposals will begin to be evaluated after established deadlines. Submission packets are evaluated through a criteria-based process by active members of the Student Union Gallery committee. Due to the volume of proposals received, not all submissions will be offered an exhibition slot. Note that depending upon quality of submissions received and their appropriateness to the exhibition spaces available, additional calls for submissions may be held as needed to fill available exhibition slots.
2012-2013 Art Exhibition Dates:

<table>
<thead>
<tr>
<th>Exhibit Period</th>
<th>Anticipated Start date</th>
<th>Anticipated End date</th>
<th>Submission Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012 Fall One Exhibition</td>
<td>Friday, Aug. 17</td>
<td>Sat, Oct. 20</td>
<td>August 7, 2012 at 5:00pm</td>
</tr>
<tr>
<td>2012 Fall Two Exhibition</td>
<td>Wed, Oct. 23</td>
<td>Sat, Jan. 5</td>
<td>Sept. 14, 2012 at 5:00pm</td>
</tr>
<tr>
<td>2013 Interterm + Spring One Exhibition</td>
<td>Wed, Jan. 9</td>
<td>Sat, March 9</td>
<td>Sept. 14, 2012 at 5:00pm</td>
</tr>
<tr>
<td>2013 Spring Two Exhibition</td>
<td>Wed, March 13</td>
<td>Sat, May 4</td>
<td>Feb. 15, 2013 at 5:00pm</td>
</tr>
<tr>
<td>2013 Summer Exhibition</td>
<td>Wed, May 8</td>
<td>Sat, Aug. 10</td>
<td>Feb. 15, 2013 at 5:00pm</td>
</tr>
</tbody>
</table>

Artists selected for exhibition can expect to be contacted within a week to month from submission deadline. Artists not selected for exhibition can expect notification of such after the submission booking process has been fully completed.

Preparing a Submissions Packet:

The Student Union Gallery committee accepts online submissions packets for consideration only. Incomplete packets will not be considered for selection, so please make sure you include all requested information. The following items must be included in your proposal packet:

1. A completed Student Union Exhibit Proposal Form. Click [here](#) to view and fill out the online form.
2. Up to 10 digital images of recent original work that they artist intends to display in the Union Gallery. Images should be submitted as a PDF portfolio through the online proposal form and include dimensions (with units), title and medium of each work. Please do not submit slides or photo prints in lieu of digital images. Images do not have to be of works that will definitely be included in the final show, but must be representative of the works to be displayed. Please do not send us images of your photography work if you are proposing an exhibition of poetry or oil paintings.

Online form submissions only.

Exhibit proposals may only be submitted through the online submission form. Click [here](#) to access the form. The form is also available on the Student Union website.

Hardware
- The Student Union is able to provide basic hanging installation hardware and equipment. All art is to be hung using existing hardware.
- The Student Union has 18X24 and 20X30 frames available for selected artists to use. Once work is selected, an artist can request frames for their selected work.
• For work that does not fit the Committee’s available frames, students are expected to provide their own frame with D-rings PRIOR to submitting the work.

General Information
• Exhibitions during the academic year typically last 7-8 weeks. Summer exhibitions typically last 12-13 weeks. However, actual exhibit length is subject to change at the discretion of the committee.
• The Gallery committee reserves the option to insert special shorter-term exhibits in the schedule as deemed appropriate.
• Artists are encouraged to present an artist talk & reception.
• Artists work with the Gallery committee to design exhibits, but the Gallery committee manages the installation of the exhibit and reserves the right to change exhibition layouts for risk management or aesthetic reasons.
• Artist is responsible for expenses and logistics of transporting artwork to and from the exhibit space, including insurance during transportation and all packing materials. You will be advised of the exact drop-off location and hours. We can only accept your artwork during that period and location. All artwork must be removed from the galleries by the artist within 24 hours of the exhibition closing. You will similarly be advised of the pick-up times and location. Artwork can only be delivered and picked up by the artist.
• Works appearing in the Student Union MUST be ready to hang with D-rings PRIOR to arrival at the Student Union.
• The Gallery committee will manage all installation of the art exhibits. There will be absolutely no drilling, nailing, or gluing to the floors, ceilings or molding allowed as well as no painting, mudding, plastering or use of adhesives/markers/paint/other damaging substances on the walls, floor or ceiling.
• At this time, sculptures/3D art and electronic/video art cannot be accommodated.
• Chapman University, the Student Union, and the Student Union Gallery committee accept no liability for the safety of the art exhibits while in transport, storage, during installation or on display.
• Any programmatic or financial sponsorships, grants, funds, etc. must be approved for inclusion by the Student Union Gallery committee prior to the start of the exhibition and are subject to all Chapman University policies and procedures for sponsorships.

Publicity
The Gallery committee oversees the design of electronic exhibition announcements with collaborative input from all artists exhibiting. The Gallery committee reserves the right to edit artist statements as needed due to limited space in announcements.
• The Gallery committee distributes announcements through various electronic newsletters, but the artist is responsible for all costs associated with his/her own mailing list.
• The Gallery committee manages the typing, printing, and mounting of exhibition labels and wall text.
• The Gallery committee may submit press releases to local media and art organizations.
• The Gallery committee will also select one of the artist's images for inclusion on the Student Union Art Exhibit web page.
• The artist is expected to provide up to 6 electronic images of selected exhibit work in advance of exhibition, for publicity purposes. Images should be in jpg format and be at least 200 dpi resolution for use by local media.
• Any other publicity materials provided/produced by the artist must be approved by the Gallery committee prior to production. The venue should be listed as “Chapman University Student Union” and the presenter should be listed as the “Chapman University Student Union Gallery committee” in all materials. The Chapman University and Chapman University Student Union logos must both be used on any and all materials that feature other institutional or sponsorship logos.

Artist Talk & Reception
The Student Union Gallery committee encourages artists to present an artist talk & reception. The Gallery committee provides a modest reception of non-alcoholic beverages and hors d’oeuvres for one shared reception per exhibit cycle. Artist may purchase additional food or beverages through the Catering Office at their own expense. Carry-in food and/or beverages are not permitted in the Student Union or anywhere on Chapman’s campus.