

Exhibition Proposal

Exhibition proposals, along with at least 15 slides of representative work, a resume, and other supporting material, should be submitted to the gallery manager before February 28 for consideration by the art faculty for the next gallery year, September through August. The faculty may sometimes consider exhibitions further in advance. Approval notifications will usually be mailed in May. Please note that the gallery's shipping budget is very limited.

Exhibitor's name _____

Phone _____

Address _____

If a group exhibition, please give the name and phone of one person authorized to act for the group:

Minimum days exhibition may occur _____ Maximum _____

Time of year preferred _____

Type of art to be displayed _____

Estimated number and size of two-dimensional pieces _____

Estimated number and size of three-dimensional pieces _____

If a group show,

- Will you use a prospectus?
- Will work be registered in and released from the gallery?
- Will exhibition be juried in the gallery?

If the exhibition proposal is approved, the following policies apply:

Exhibition dates. Changes in the dates of the exhibition can occur only within the 30 days following notification of approval.

Installation. The installation will be under the direction of the gallery manager.

Insurance. The college insures art work while it is in the gallery, up to a set limit.

Publicity. The gallery will distribute press releases about the exhibition to local media. All advertising or publicity containing the Yavapai College name must be submitted to the gallery manager and be approved by the Office of College Advancement. Any prospectus, brochure, or other printed materials to be used in the gallery must also be approved by the gallery manager.

Invitation, brochure, reception. The Art Gallery can generally provide simple invitation cards with a black and white photograph and a simple handout for the exhibition. More elaborate publications will be at the expense of the exhibitor. An opening reception, if any, is often the responsibility of the exhibitor.

Commission. The gallery charges a 25% commission on work sold.

Please submit your proposal to: Art Gallery Manager, Yavapai College, 1100 East Sheldon Street, Prescott AZ 86301. The gallery phone number is 776-2031.

Yavapai
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