SDSU School of Art and Design
Propose an Exhibition
Everett Gee Jackson / Flor y Canto / Installation Gallery

Proposals

Looking for a space to show your artwork or organize an exhibition? The School of Art and Design Gallery Program accepts exhibition proposals for the **Everett Gee Jackson, Flor y Canto, and Installation** galleries*. All SDSU School of Art and Design students, faculty, and affiliated groups/individuals are eligible to apply. Exhibitions are presented throughout the fall and spring semesters.

Affiliated groups/individuals who are not enrolled at SDSU must have a current faculty member, staff member, MFA candidate sponsor to exhibit in the galleries.

Proposals will be reviewed once per semester by the Exhibitions Committee, with a November review for the following spring and an April review for the following fall.*

Successful proposals will address the following areas:
- A clearly articulated exhibition summary (outlined below)
- Art and/or design work samples (if not available, these can be described to the best of the applicant's ability)
- Suitability of the exhibition for a specified gallery (Everett Gee Jackson, Flor y Canto, Installation)

*The Gallery Program can accommodate requests for same-semester use on a case-by-case basis, depending on gallery availability. Should your request fall within the semester you wish to exhibit, your application will be reviewed and a decision will be relayed in a timely manner. **Gallery availability will be approximately one to two weeks, including installation and de-installation.** If your proposal is part of a **Student Success Fee** submission, the Galleries and Exhibitions Coordinator **must** be contacted prior to submission, i.e. at the earliest planning stages, to ensure that the proposal is eligible for accommodation.

View the SDSU Art Galleries Google calendar.

Submission Process

The Gallery Guidelines and MOU will be reviewed and fully reviewed by all applicants. The following items will be submitted via email to artgalleries@sdsu.edu or in person to the Galleries and Exhibitions Coordinator:

- Gallery Checkout Application will be completed in full

      o   Faculty sponsor signature is required for current students only
- Visual support of 5 to 10 images (individual JPEGs under 10MB each) and accompanying image information (artist, title, year, medium, dimensions/duration)
  - o   See above if existing images are not possible

The **exhibition summary** is a 300-word (or less) written narrative detailing the proposed theme and contents of the exhibition. Consider the following when writing your summary:
- The title or working title of the exhibition (e.g., the title may include your course number in the title if relevant)
- Conceptually, why it is important that the works are shown together in this exhibition. If you are proposing a solo exhibition, include an artist statement.
- How the exhibition aligns with the [mission of the School of Art and Design](#).
- The artistic, academic, social and/or cultural implications of the exhibition.
- Art and/or design media that will be represented.
- How the space will be utilized and how the art and/or design work will be professionally presented.
- Technical requirements for the exhibition (e.g. digital projection, pedestal/plinth displays, etc.).
- Describe any events in conjunction with the exhibition (e.g. reception, gallery talk, lecture, etc.).
- If the artists/designers represented in the exhibition have not already been selected, detail the call for work and how you will assure that the exhibition will be successful.

Review Process
All complete proposals will be reviewed by the Exhibitions Committee for approval. If the Gallery Program cannot accommodate all approved proposals during the semester requested, the proposals may be considered for the following semester if amenable to the applicant. Note that while exhibitors may request a specific space, approved proposals generally are located in the most suitable and available space. Applicants will be notified of the Committee's decision in November or April, or in a timely manner for same-semester requests as noted above.

Exhibitor Responsibilities
Each exhibitor is required to plan and install their exhibition and oversee the de-installation and restoration of the gallery to its original condition, as well as work with the Galleries and Exhibitions Coordinator to meet promotional deadlines (if applicable) for the School of Art and Design. **Receptions and events will be hosted by the exhibitor in compliance with SDSU hosting policies and procedures, and in cooperation with the Galleries and Exhibitions Coordinator**. The organizer/students whose work is on display will provide coverage for gallery hours on Tuesday through Thursday from Noon – 4:00 p.m., or a similar schedule with the prior consent of the Galleries and Exhibitions Coordinator.

After the Exhibition Committee accepts a proposal, any changes made to the content of the exhibition will be shared with the Galleries and Exhibitions Coordinator to ensure any additional display or technology requirements can be accommodated. Each exhibitor is required to understand and follow gallery policies and procedures, and to attend a gallery orientation to learn what tools and supplies are available for the installation of the exhibition, and the requirements for the condition of the gallery once de-installation is complete.