**BIGGIN HALL STUDENT GALLERY SPACES**

Proposal Form

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_\_\_\_\_\_\_\_@auburn.edu Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Mentor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposed Dates of Exhibition:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**You must ask a faculty member to mentor/sponsor you during the exhibition process.** The faculty mentor does not do your work for you, but guides you through the various steps of creating an exhibition. He or she will advise you on how to prepare your proposal, your work, and advise you on how to display your work and/or how to remove your exhibition. Your faculty mentor must sign this application.

Which gallery space are you applying for? (Check one)

* The Vault

(Basement)

* The Lounge

(First floor, wall work only)

* The Lobby

(First floor)

Attach the following to this application:

* **Statement-** A one-page statement about the body of work or single work that you propose to exhibit. This should describe the type of work (medium), illustrate the concept behind it, *and* why you want to use the chosen space.
* **Visual documentation of your work-** If exhibiting work that already exists, submit up to 10 images of the work on CD, USB drive as .jpg (72 dpi, 500 px max), or website. If you are submitting time-based work, such as video or sound, include clips of the work no longer than 5 minutes long. In the case of performance or installation works, you must provide examples of the proposed exhibit through photos, drawn images or diagrams, written form, and/or video. Be as specific as possible. **All documentation should be accompanied by a typed document that includes: Image number, artist’s name, title, media, and dimensions.**
* **Installation requirements-** List any installation help or equipment you will need before, during, or after the exhibition in the spaces provided below. (e.g. pedestal, ladder, spackle, wall paint, etc.)

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**Student:** I have discussed my proposal with my mentor. If my project is accepted, I promise to execute the exhibition in a way that upholds Auburn University’s Department of Art standards. This includes a timely installation and complete uninstallation of the exhibition.

**Signature Date**

**Mentor:** I have discussed this proposal with the above student. If this proposal is accepted, I commit to advising the student on installation and uninstallation of the exhibit and answering any of the questions the student may have concerning the exhibition process.

**Signature Date**

Turn in at the Main Office, Biggin Hall Room 108. We will contact you within two weeks about your proposal.

If you have any questions please contact Nita Robertson, [nlr0015@auburn.edu](http://nlr0015@auburn.edu)