

## UNDERGRADUATE EXHIBITION REQUEST

### APPLICATION CHECKLIST

The completed application package is due at 5:00 PM on the DEADLINE DATE (see left).  
A complete application will consist of:

- Undergraduate Exhibition Request Application Form (signed by Faculty Advisor, see page 4)
- Printed Exhibition Proposal and/ or project description (max 3 paragraphs)
- Support Material (on CD or USB flash drive)
- Printed image list (detailed description of digital images and/ or video)
- Printed CV (max 3 pages)
- Faculty Assessment Form (can be personally delivered by Faculty Advisor)

#### Delivery Info:

- Hand deliver to Gallery Staff
  - Anna Leonowens Mail Box in the Service Centre
  - Digital submissions will not be accepted
- Application Form: Completed application form with Faculty Studio Advisor's signature.
  - Proposal: A written proposal with a maximum length of 3 paragraphs. Please discuss the content of the work, both conceptually (issues or ideas explored) and physically (type of medium and format). Outline how you intend to use the gallery space. If you are requesting a particular gallery or date for exhibiting, please indicate why this is important to the work you are proposing.
  - Support Material: 5 - 10 images of your work (JPEGs on a CD or USB flash drive). Indicate if these images represent what you plan to exhibit or are, instead, examples of your current production and indicative of the future direction of your studio work. If submitting a disc, please prepare images as JPEGs at 72 dpi and no larger than 4" x 6", and label it with a marker. Do not add labels to the CD. PLEASE DO NOT submit power point presentations, PDFs, or large tif files.
  - Image List: A separate support material list. Label all materials and numerically list the work, indicating each title, year of production, materials used and overall dimensions.
  - CV: A current Curriculum Vitae which is similar to a resumé, outlining and listing your level of education, past exhibitions as well as related professional art experience.
  - Assessment Form: Completed Faculty Studio Advisor's Assessment Form – it is the student applicant's responsibility to ensure that the Faculty Studio Advisor returns the completed form to the Gallery by the given deadline.

#### The Faculty Studio Advisor can:

- To ensure confidentiality, personally deliver the Assessment Form to the Gallery
- Submit it through the Campus mail system
- Give it to the student applicant in a sealed envelope for delivery to the Gallery

SUMMER EXHIBITIONS MARCH 15

WINTER EXHIBITIONS OCTOBER 15

FALL EXHIBITIONS JUNE 1

DEADLINES

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## GENERAL INFORMATION: UNDERGRADUATE EXHIBITION REQUEST

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Programming is carried out three times annually in advance of each semester.

The deadline for FALL exhibitions is JUNE 1  
for WINTER exhibitions is OCTOBER 15  
for SUMMER exhibitions is MARCH 15  
(Including weekends and holidays)

Exhibition space in the Anna Leonowens Gallery is RESERVED primarily for UNIVERSITY-BASED ACTIVITY. ALL UNDERGRADUATE STUDENTS MUST BE REGISTERED IN A CREDIT COURSE FOR THE SEMESTER OF THEIR PROPOSED EXHIBITION. The Director of the Gallery processes undergraduate requests and prepares a draft version of the proposed schedule for final approval by the Exhibitions Committee.

After receiving notification of acceptance by e-mail, applicants must return a signed Exhibitor's Agreement. A general information meeting is scheduled with the Director & Exhibitions Coordinator thereafter.

### SOLO EXHIBITIONS

Only students entering the final year of their program can apply for a solo exhibition that must occur only during their final two semesters while enrolled in the University. This application must be accompanied with a detailed Assessment Form completed by a Faculty Studio Advisor.

A student graduating in April may be considered eligible for an exhibition in the following Summer semester only at the invitation of Gallery staff. The student however must prove enrollment in a summer course to qualify.

Please note: This is a competitive application process. Not everyone who applies for an exhibition will be given the opportunity to exhibit solo. In the case that the Exhibitions Committee notices a common theme amongst a number of applicants the Committee reserves the right to group proposals into 2-4 person exhibitions. Students are encouraged to curated exhibitions amongst their peers as this will increase the chances of their proposals being accepted.

### GROUP PROJECTS

In all semesters, priority for exhibitions is given to a limited quota of Faculty, Visiting Artist, Graduate student exhibitions then solo undergraduate applicants entering their final semesters. Although there are major fluctuations in the number of solo applicants from semester to semester, the Gallery encourages proposals for two/three person projects and group shows from students in all levels of the University. These projects will be considered after all applications for solo, final-semester exhibitions are programmed.

The request form and your submitted proposal must bear the signature of a Faculty Member who will act as your Faculty Studio Advisor throughout the production and exhibition stages of your project. Please leave a copy of your proposal with your Faculty Studio Advisor in case a future consultation is needed.

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## GENERAL INFORMATION: UNDERGRADUATE EXHIBITION REQUEST

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### ADVISORY COMMITTEE

In the event of disagreement about the organization or content of a student exhibition, all exhibitors have the right to appeal to a Gallery Advisory Committee composed of the Gallery Director, the exhibitor's Faculty Studio Advisor, and the SUNSCAD student representative on the Exhibitions committee. The Advisory Committee's word will be final.

### INSTALLATION / DISMANTLING PERIOD

Proposals should reflect the limitations imposed by a 26-hour installation period (10:00 AM Sunday – 12:00 Noon Monday) and an 18-hour dismantling period. Exhibition length is five days for a group or solo exhibition. Exhibitions run from Tuesday - Saturday with opening receptions on Monday evenings.

### INSURANCE

All works on display in the Gallery are insurable by the University (only when values are provided) unless the Gallery Director deems the work to be unsafely built or installed. In such cases, the student has the right to remove the work if it cannot be insured or the work can remain in the exhibition but will be uninsured. For work to be insured during the installation weekend, insurance forms must be filled out in advance of installation. Insurance claims cannot be honored for works which are damaged due to mishandling or poor installation. Adjustments in insurance prices may be determined in consultation with faculty member, student, and a commercial gallery if necessary.

### SECURITY

In cases where continual monitoring of the exhibition during public hours is required, it is the responsibility of the exhibitor(s) to provide security. The exhibitor must also attempt to physically secure all small, valuable objects to pedestals or walls if the work is to be insured under the University's policy.

### PERFORMANCE

If there is a performance element to the exhibition, it is recommended that this event should be scheduled at a time other than during the official opening of the exhibition. If a performative element is necessary for the opening, agreement to do so will be reached with the fellow exhibitors through the Gallery Director.

### CHANGES TO THE ORIGINAL PROPOSAL

Any major change to the original exhibition proposal must be made in advance in writing for approval by the Gallery Director and bear the signature of the student's Faculty Studio Advisor. In such cases where major changes are implemented without the approval of the Director, the opening of the exhibition may be delayed pending a decision by the Gallery Advisory Committee.

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**APPLICATION FORM: UNDERGRADUATE EXHIBITION REQUEST**

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PART A (PLEASE PRINT)

NAME ..... TELEPHONE .....

ADDRESS .....

NSCAD EMAIL .....@student.nscad.ca ALTERNATIVE EMAIL .....

DATE OF GRADUATION  APRIL 20\_\_ OTHER DATE: ..... FINAL SEMESTER ENROLLED .....

MEDIUM ..... GALLERY PREFERENCE GALLERY 1  GALLERY 2 ALCOVE

GALLERY 2A  GALLERY 3

TITLE OF EXHIBITION ..... GALLERY 2B PORT LOGGIA

EARLIEST DATE TO EXHIBIT .....

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PART B (CHECK APPLICABLE BOXES)

I am entering the FINAL semester of my program and request a SOLO SHOW  I am ALSO open to being curated into a 2-4 person exhibition

I will be enrolled in classes after GRADUATION and I would like to be considered for a SOLO EXHIBITION

I am organizing a 2-3 PERSON SHOW with: .....

I am organizing a GROUP SHOW

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PART C: EXCHANGE STUDENTS

I am an EXCHANGE STUDENT in my final year of studies. I would like to be considered for a solo show if space exists.

I am an EXCHANGE STUDENT in my final year of studies. I am organizing a 2-3 person show with .....

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PART D

Are there elements in your project that require special consideration with regard to BUILDING or SAFETY CODES?  
Please elaborate within written proposal.

Is there a SOUND COMPONENT to your exhibition?

Will you need access to a LADDER over 6ft?

Is there a PERFORMANCE component to your exhibition?

Will you require EXTRA SECURITY in the gallery during your exhibition?

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All applicants for both solo and group exhibitions must seek out the support of a FACULTY STUDIO ADVISOR who is available DURING THE SEMESTER OF YOUR EXHIBITION and is prepared to work with you as necessary. Exhibition requests must have the name and signature below of a FACULTY STUDIO ADVISOR and be accompanied by a completed FACULTY ASSESSMENT FORM. NOTE: It is the student's responsibility to ensure that the FACULTY ADVISOR returns the ASSESSMENT FORM to the Gallery by the required date.

FACULTY NAME (PRINT) .....

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**FACULTY STUDIO ADVISOR'S ASSESSMENT**

This form is to be used by CURRENT FACULTY STUDIO ADVISORS when assessing proposals for solo exhibitions by undergraduates entering the final semester of their program. Please return the completed form to the Gallery in person or through the campus mail by the deadline dates below. It is the student's responsibility to ensure that the Gallery receives this assessment by the indicated deadlines; as such, you can also give the completed form to the student in a sealed envelope for delivery purposes.

FULL NAME OF STUDENT .....

TITLE OF EXHIBITION .....

NAME OF FACULTY ADVISOR .....

PLEASE DESCRIBE YOUR ASSOCIATION WITH THE APPLICANT .....

WILL YOU BE TEACHING AT NSCAD DURING THE SEMESTER THE APPLICANT HAS APPLIED FOR AN EXHIBITION .....YES.....NO

Your assessment of a student is necessary in organizing the programming of the Gallery.  
It is also expected that you will mentor the student through the exhibition process.  
You WILL be contacted if there are any questions concerning the applicant's exhibition.

1. Please ASSESS the applicant with peer-students regarding the following criteria:

ISSUE	EXCELLENT	VERY GOOD	GOOD	FAIR
STUDIO DEVELOPMENT:				
READINESS FOR EXHIBITION:				
ABILITY TO INSTALL PROJECTS:				

2. Please indicate if you are firmly convinced that the applicant is a prime candidate for a solo exhibition. If you have reservations, please indicate the type of exhibition project that you believe the applicant should appear in:

	SOLO	2 PERSON PROJECT	GROUP EXHIBITION	NOT READY
RECOMMENDED STATUS:				

3. Please indicate each level of your mentoring involvement with the applicant throughout the preparation and exhibition process:

	DISCUSS PROPOSAL	STUDIO CRITIQUES	DISCUSS INSTALLATION	ASSIST INSTALLING
MENTORING ACTIVITY:				

COMMENTS: .....

By signing this assessment form you are agreeing that all of the above information is correct. Should the applicant be accepted, you are acknowledging that you are ready and able to assist and mentor the applicant with the planning and the execution of their proposed exhibition.

FACULTY SIGNATURE ..... DATE .....

This form must be received at the Anna Leonowens Gallery before 5:00 PM (including weekends and holidays):  
15 OCTOBER for WINTER Semester exhibition requests.  
15 MARCH for SUMMER Semester exhibition requests.  
1 JUNE for FALL Semester exhibition requests.