

University Galleries

University of Tampa

Exhibition Information Form Guidelines

The University Galleries welcome exhibit proposals from artists, researchers, faculty, scholars, guest curators, collectors, and others.

Selection Criteria: All concepts selected for exhibition at the University Galleries must meet the following guidelines

- Closely align with the mission and goals of the Gallery.
 - Our Mission: The purpose of the Gallery is to exhibit works of art and host visiting artists as an extension of the classroom. The gallery provides students on campus and the community an opportunity to meet artists and to view and study significant original works created by contemporary national, international and regional artists. Events, lectures and performances that are intrinsic to the arts are included in the program.
- Be educational and thought-provoking to serve the broadest possible audience and have wide appeal for diverse intergenerational audiences, including: School groups, families, adult groups, and senior groups.
- Provide and convey information in various formats to accommodate the various needs of the audience.
- Be of a subject that is of current interest or relevance to the public, reflect current knowledge of the subject matter, and contributes to creating or continuing interest in a subject, art media, or artist.
- Be feasible within UG budget or with viable grant or sponsorship support.

Submission Guidelines and Procedure:

- Proposals should be submitted according to the following deadlines depending upon the location preference for the exhibition:
 - For year-long shows in FCA1:
 - Deadline: April 1 for the next year— Show run (Jun. 15th – Jun. 5th) i.e., April 2021 for Summer 2022 – Summer 2023 run.
 - For FCA 2:
 - Sept. 1-Deadline for the following Spring and Summer Session I or II show (Jan. 1–June 30)
 - Apr. 1- Deadline for the following Fall shows (July 1–Dec. 31)
 - For SHG:
 - July. 1 - Deadline for the following Spring and Summer show (Jan. 1–June 30)
 - Sept. 1- Deadline for the following Fall shows (July 1–Dec. 31)
 - Deadline for BFA shows (ART498 and 499) is 4th week of the exhibiting semester.
- The Exhibitions Committee will review complete proposals and decisions will be made within 6 months to a year of receipt. Due to the high volume of submissions, the turnaround time for responses may be up to one year and we cannot guarantee a response to all inquiries.
- Please do not telephone the gallery office for the status of your submission. We will contact if there is an available opportunity.
- The University Galleries will host an opening reception for your exhibition upon request, but will not produce an exhibition catalogue or other printed materials for every exhibition. Decisions on publications are made on an individual basis and depend on a broad range of factors.
- Completed exhibition proposals should be submitted via email to: jboigenzahn@ut.edu and cvalle@ut.edu for review by the Exhibition Committee

GENERAL INFORMATION: Contact Person/ Organizer/ Faculty Representative (ART489 and 499)

Last Name:	First:	Date of Application:
Street Address:		Apartment/Unit #:
City:	State:	ZIP:
Phone #:	E-mail Address:	
Website (if applicable):		

EXHIBITION CONTENT

Proposed Title:

Originating Organization:

Proposed Exhibition Dates From: _____ To: _____

Curator(s):

Exhibition Description:
(no more than 400 words)

Please include:

- Exhibition Goals
- Exhibition Content
- Target Audience
- Key themes, messages or educational content areas that the exhibition will cover or convey to the public
- Technological needs

PHYSICAL DETAILS & CONTENT

Number of Objects to be included:

Type of Objects:	<input type="checkbox"/> Paintings	<input type="checkbox"/> Photographs
	<input type="checkbox"/> Sculpture	<input type="checkbox"/> Works on Paper (drawings, prints, etc.)
	<input type="checkbox"/> Installations	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Digital/ Video	

How are the objects to be displayed?

Are the objects framed? Yes No If no, will they be framed and who will be responsible? _____

How large is the exhibition? (Estimated linear and/or square feet.)

Are there any special environmental considerations? (Light levels, temperature, humidity, security, etc.) Please describe.

Shipping Specifications: How will the exhibit be delivered, is it crated, etc.?

EXHIBITION SELECTIONS

Preferred exhibition Space?

FCA1, FCA2, or SHG

SHG - Scarfone/Hartley Gallery (4,000 sqft)

FCA 1- Saunders Foundation and Charlene and Mardy Gordon Performance Gallery (6,000 sq ft)

FCA 2 - Ferman Student Study Gallery (1,500 sq ft)

Do press materials exist? If so, please attach press release and press photos. Yes No

PROPOSED PUBLIC PROGRAMMING

List some preliminary ideas for accompanying public program:

Public Programming:	<input type="checkbox"/> Opening Reception	<input type="checkbox"/> Lecture(s)	<input type="checkbox"/> Workshop(s) or Studio Art Program(s)
	<input type="checkbox"/> Film(s)	<input type="checkbox"/> Panel Discussion	<input type="checkbox"/> Artist Lecture(s)
	<input type="checkbox"/> Outreach Programs	<input type="checkbox"/> Seminar(s)	<input type="checkbox"/> Symposium
	<input type="checkbox"/> Gallery Talk(s)	<input type="checkbox"/> Performance(s)	<input type="checkbox"/> Other: _____

Briefly explain concepts or goals for the above programs:

Possible Speakers (provide names, titles, affiliations, and any required fees/honorariums)

1.

2.

3.

EXHIBITION BUDGET

Provide a detailed preliminary budget or approximate cost for the exhibit. Include all costs to University Galleries, including: rental fees, transportation costs, installation costs, supplies and materials costs, printed materials, programs, publications, etc.

Exhibition Production	
	Framing Supplies & Costs
	Installation Materials
	Lighting
	Environmental Design
	Fabrication Costs
Signage	
	Exhibition Graphics
	Text Panels
	Wall Vinyl
Publications	
	Printed Materials and Advertising/Marketing
	Documentation/Catalog
	Photography Fees
	Graphic Design Costs
	Mailings
	Paid Advertising/Marketing (radio, tv, print, etc.)
Fees	
	Rental Costs
	Shipping/Transportation
	Packing/Crating
	Consultants
	Writers/Research
	Speakers Fees/Honoraria
Insurance	
	Valuation
Public Programming	
	Education
	Supplies
	Special Events
	Misc.
Miscellaneous	
TOTAL	

Possible Sponsors: (list any potential sponsors or sources of underwriting)

University Galleries Policy Acceptance:

With completion and submission of this form to the Director of University Galleries at jboigenzahn@ut.edu and/or the Chair of the Exhibition Committee, the organizer named above agrees to the University Galleries Policies and certifies that they have read, understood, and accept the University Galleries Policies as given.