

**Spring
2003**

Exhibitions and Events

**Exhibitions and Time Arts
Proposal Guidelines
and Application**

**Exhibitions
and Events**

**Deadline for application:
Monday, February 17th, 2003
5:00 p.m.**

**The Betty Rymer Gallery
280 South Columbus Drive
Chicago, IL 60603
312-443-3703**



Name last _____ first _____

Application **MUST BE TYPED** - Do not leave any section blank - KEEP A COPY FOR YOUR RECORDS

Type of Proposal

Individual (to be included in group exhibition at Gallery 2, open to all media)

Locker at Gallery 2

Window at Gallery 2

Time Arts Event (Film, Performance, Video, or Reading as part of a Time Arts evening or weekend in Gallery 2 performance space)

Is the accompanying documentation used for applications to multiple categories? **YES / NO (circle one).**
Note: separate written applications are required for each category. Each proposal should have a distinct narrative and project description that clearly states why the work is appropriate for each category (i.e. the locker and window are site-specific spaces, proposals for these categories should address the site-specific nature of the works).

Group Gallery contact person - one name only
Note: This person will serve as primary liaison for all project planning

Requested for:
 Betty Rymer Gallery
 Gallery 2

For Office Use Only:
Received _____
Reviewed _____
Returned _____

Total number of participants _____

Artist Information

Completion of the application serves as an acknowledgement of the terms and information provided in the Exhibitions and Events Proposal Guidelines.

NAME: Last _____ First _____

NAME (as it should appear for publicity purposes):
Last _____ First _____

ADDRESS: Street _____ Apt.# _____
City _____ State _____ Zip _____

SIGNATURE: _____ E-MAIL: _____

PHONE: (Day) _____ (Evening) _____ Cell Phone/ Pager: _____

Please note current status and concentration (i.e. BFA in film, MFA in ceramics, MA in Art Therapy or Art Education, MA in Art History, MA in Historic Preservation, Post-Baccalaureate, student at large, alumni with date of graduation, staff, faculty, other, etc.) _____

Anticipated date of graduation: _____ SAIC ID #: _____

Catalogue and Publicity

Does anyone else hold copyright to the works submitted in this proposal? Yes ___ No ___ If yes, please identify: _____

Note: It is the applicant's responsibility to secure all necessary copyright permissions and/or releases (including photo releases and any other releases that may apply).

Often images of works and/or accompanying texts (including artist's statements) in proposals are used for publicity, educational and promotional purposes in various publications. Unless permission is declined below, SAIC may photograph, film, tape, and/or reproduce in any media the works/images/texts submitted in this proposal for catalogues, educational and publicity purposes (including website listings, admissions publications and slide presentations, and use by the Office of Career Development). If declined, initial here: _____

Outside Exhibition Opportunities

Occasionally, the Department of Exhibitions and Events assists in coordinating special student exhibitions at other venues throughout the city. Check the box (at left) if you would like to **DONATE** your documentation to have on file for consideration for such opportunities. Please note: **If you donate your documentation, it will NOT be returned to you.**

Name last _____ first _____

Submitted with this application

The envelope* containing your application materials includes the following items (check the appropriate boxes):

- Slides** (indicate quantity _____), numbered and labeled with name, title of work, size, year completed and medium. Please place a dot on the lower left hand corner of the slide. Accurate labels and dot placement are very important (See diagram on slide documentation sheet, page 4). No more than 8 slides per individual.
- Slide Documentation Sheet.
- Time Arts** Documentation - videos, CD ROMs (Mac compatible), audio CDs, or audio tapes labeled with name, title of work, and running length on both cassette/CD and cassette/CD case. Please cue to a 5-minute section for the committee's viewing/listening. Do not submit videos, CD ROMs, or audio tapes in fiber-filled envelopes - use bubble wrap envelopes only (loose fibers may damage audio/video decks). **Materials submitted in fiber-filled envelopes will not be reviewed.**
- Time Arts Documentation Sheet.
- Time Arts Documentation and Proposal Description Sheet.
- Résumé (typed on attached 8.5" x 11" sheets of paper)
- SAIC exhibition history (listed on the bottom of page 3)
- Narrative - required for all proposals.***
- Completed floorplan for the Gallery 2 categories of: Locker, Window, or Performance Space (if applicable to your proposal).
- Self Addressed Stamped Envelope (SASE) with appropriate postage for return of materials. Postage and packaging must be sufficient for return of documentation. Proposals without SASE or sufficient postage will be held for pick-up for one month after notification. All materials not picked-up after one month will be discarded.
- Budget (required of all group, curated, or juried proposals as well as any other proposals which require special funding).

***All applications must be submitted in an envelope.**

****Do NOT submit original slides, video, or audio tapes.**

*** For group and juried proposals, include a brief but clearly-written description of the show and how it would be administered (i.e. how the work would be selected, who would select the work, who would be eligible to participate, etc. Please include on 8 1/2" x 11" typed sheet of paper). Also, please indicate if the artists submitted with this proposal have exhibited in the Chicago area in the past year. If so, please provide date and location of the exhibition(s).

Name last _____ first _____

Narrative

SAIC exhibition history (list all SAIC shows in which you have participated -- for student applicants only)

List exhibitions with dates, titles of shows, and locations.



Name last _____ first _____

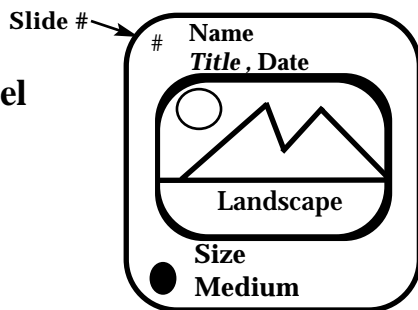
Slide Documentation Sheet

- 1. Title: _____
Year completed: _____ Dimensions (H x W x D in inches or feet) _____
Media: _____
- 2. Title: _____
Year completed: _____ Dimensions (H x W x D in inches or feet) _____
Media: _____
- 3. Title: _____
Year completed: _____ Dimensions (H x W x D in inches or feet) _____
Media: _____
- 4. Title: _____
Year completed: _____ Dimensions (H x W x D in inches or feet) _____
Media: _____
- 5. Title: _____
Year completed: _____ Dimensions (H x W x D in inches or feet) _____
Media: _____
- 6. Title: _____
Year completed: _____ Dimensions (H x W x D in inches or feet) _____
Media: _____
- 7. Title: _____
Year completed: _____ Dimensions (H x W x D in inches or feet) _____
Media: _____
- 8. Title: _____
Year completed: _____ Dimensions (H x W x D in inches or feet) _____
Media: _____

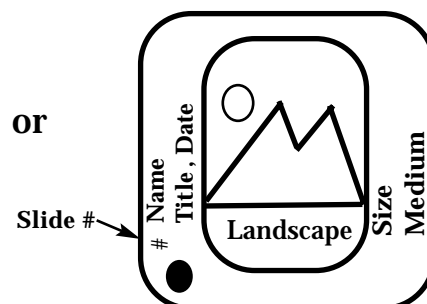
Up to eight slides per artist will be viewed by the committee. (4 per artist for group submissions). Do not include more than eight images on CD ROM or zip disk (tiffs or jpegs). CD ROMs must be Macintosh compatible.

For media description, be specific: **Do not use MIXED MEDIA.** Note type of photographic process, i.e. silver print, c-print, cibachrome, cyanotype, etc. Paintings should note *Oil on canvas* or *Acrylic on masonite* or indicate other **relevant** materials. Media should indicate materials used, **not process of creation.** The committee does refer to this information while viewing the slides.

How to label a slide:



OR



Make sure label is affixed: DO NOT USE SLIDE TAPE, slide will stick in projector and will not be reviewed.

Name last _____ first _____

Time Arts Documentation Sheet

Video or audio tape should be labeled with artist name, title of work, and length on both cassette and cassette case. Please cue to a five-minute section for the committee's viewing/listening. Multiple works may be submitted on one video with titles identifying each piece. Up to 5 minutes total of video/audio will be reviewed by the committee. Please include typewritten description of proposed time arts event on reverse of this page. Please note: if documentation is of a past work, you must describe the piece, noting its relationship to your proposed time arts event. **Do not send original or master of documentation.**

WORK SAMPLE

Check one:

- ___ This is documentation of proposed project.
- ___ This is documentation of past work.

Title: _____

Length: _____ Year of completion: _____

Please indicate medium below:

Video: (VHS only)

Check one: **Check one:**

- ___ Stereo ___ Color
- ___ Mono ___ Black & White
- ___ Silent

Check one as applicable:

- ___ This is a video tape of a film.
- ___ This is a dub of a video tape.
- ___ This is a video tape of a performance.

Audio:

___ CD ___ Cassette

Dolby Noise reduction:

___ yes ___ no

Combination Slides and Audio: Use slide documentation sheet and corresponding Audio category of this sheet.

CD-Rom/zip disk:
(must be Macintosh compatible)

Note: If using in lieu of slides, there remains a limit of 8 images (tiffs or jpegs).
Use the slide documentation sheet to identify each image.

Operating application:

Name last _____ first _____

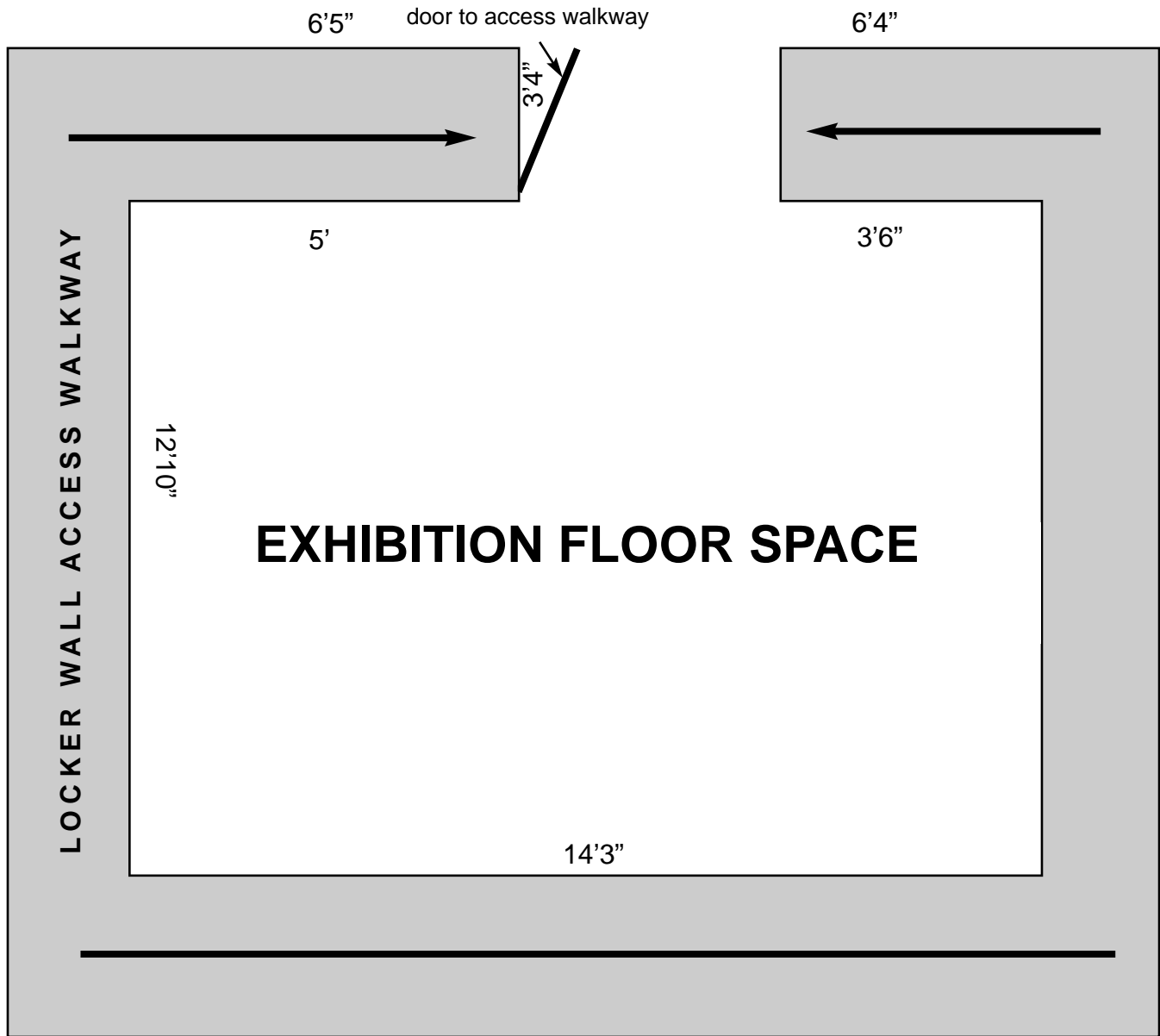
Time Arts Documentation and Proposal/Project Description Sheet

Describe the submitted documentation below (contextualize what is in the documentation- is it what you are proposing to present? If not, describe the work in the documentation and how it relates to your proposed project). Description must be typed. Do not submit additional sheets, use space provided. Please note if the work has been presented in Chicago; indicating the date and location of presentation.

Describe your installation/set-up. Note any specific equipment/personnel needs, time required in space for installing the work, take-down, etc. Use space provided below. Do not include additional sheets.

Name last _____ first _____

Locker Floorplan -Gallery 2

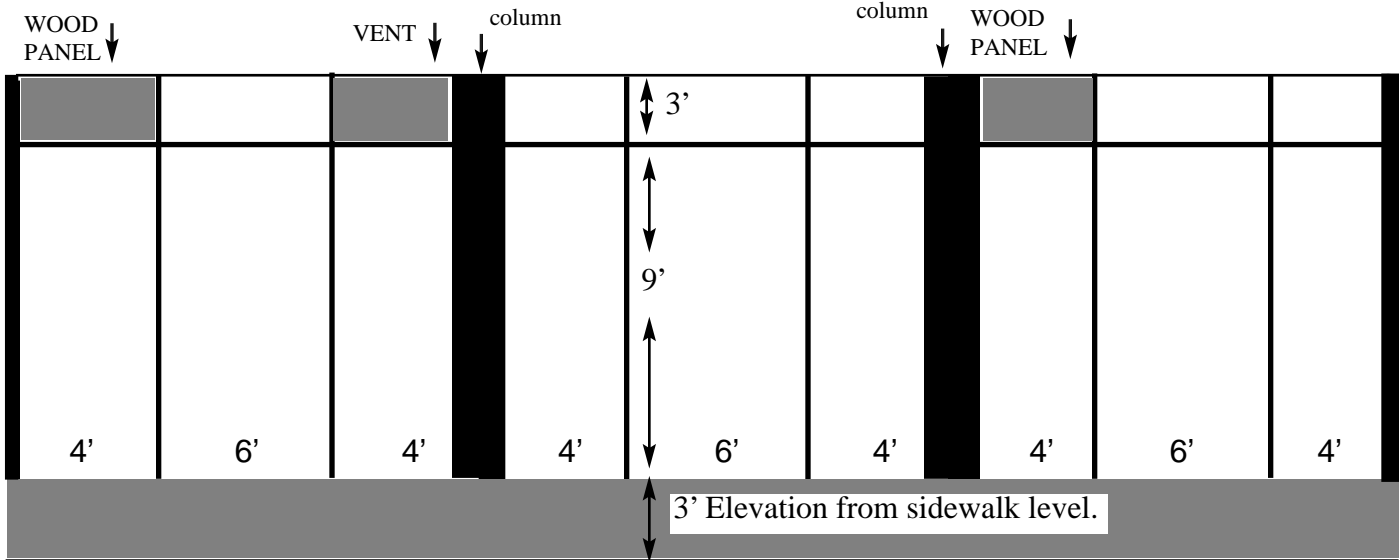


Room is not enclosed, ceilings are not permitted to be built due to fire safety regulations.

- Wall height 10 feet, ceiling is 15' high
- Inner wall area of Locker is accessible from inside walkway
- Wall composition: 1/2" plywood base with 1/2" drywall surface

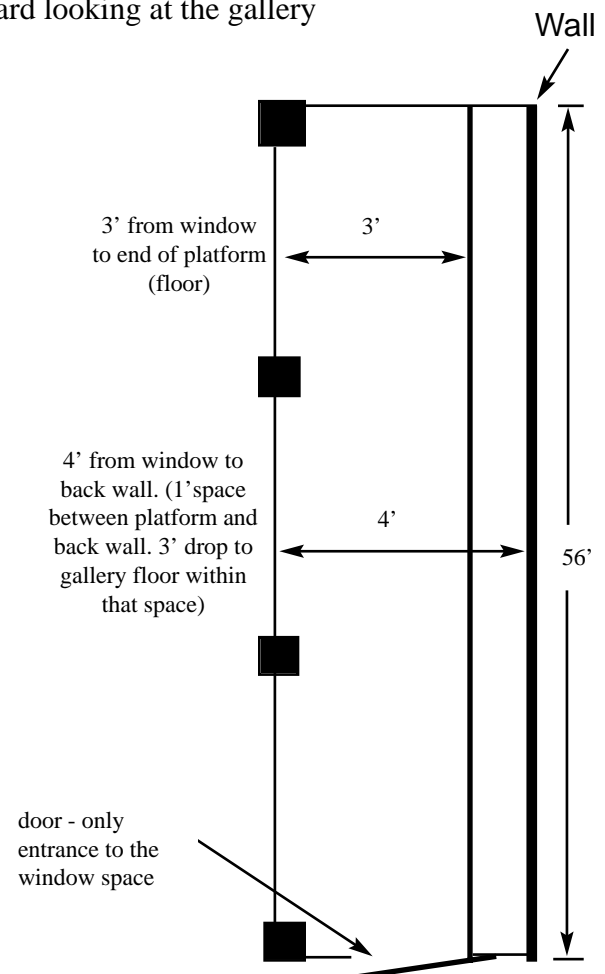
Name last _____ first _____

Window Floorplan - Gallery 2



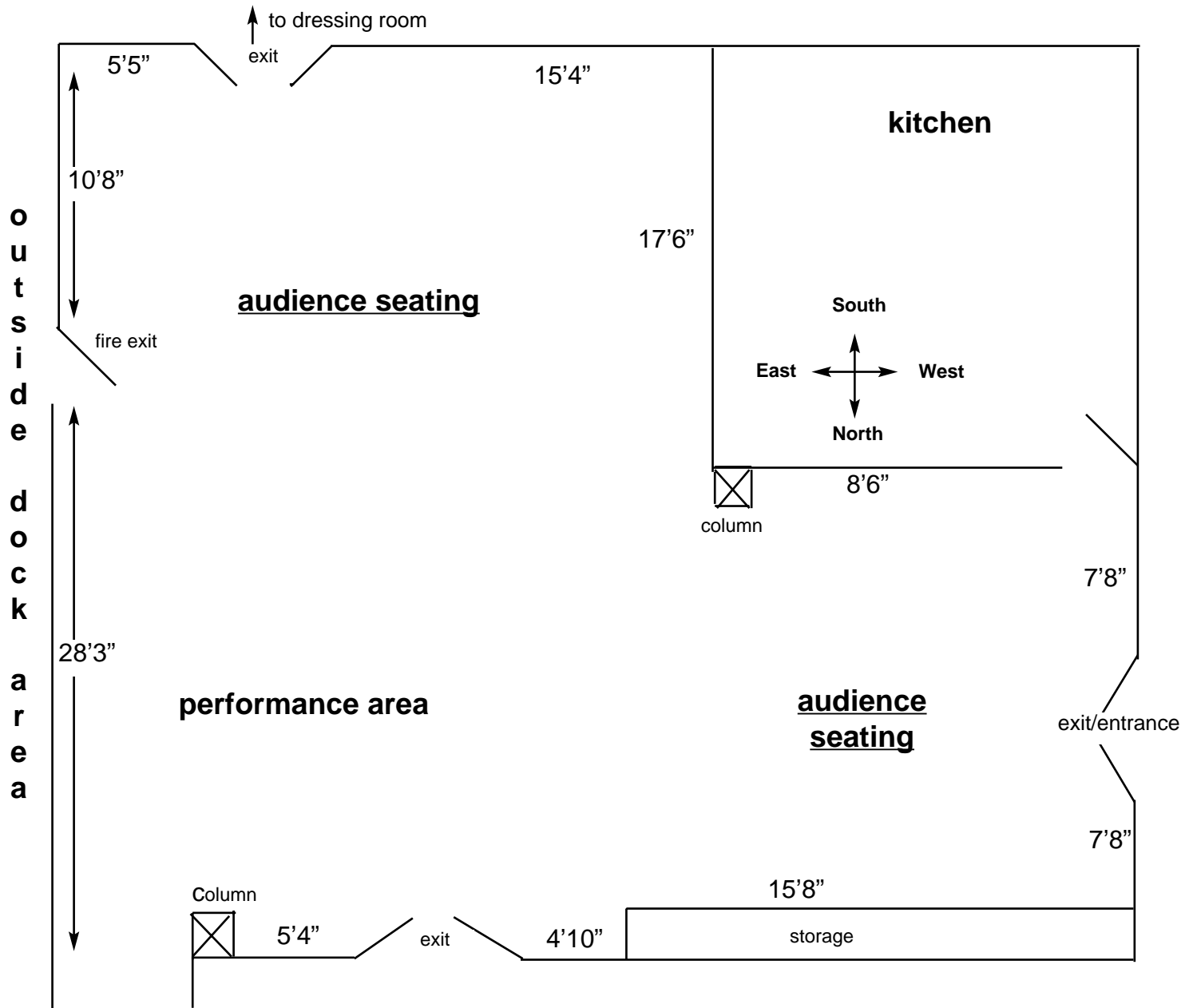
View from across Jackson Boulevard looking at the gallery

- Three bays of windows facing out toward Jackson Boulevard not viewable from inside the gallery.
- Track lighting hangs at the border between the upper and lower windows 9' above the floor of the window space.
- Ceiling height is 12 feet.
- Approximately 14 feet of open window space between each set of columns.
- Wall composition: 1/2" drywall surface over 1/2" plywood base, painted white.
- Back wall is 56' in length.



Name last _____ first _____

Performance Space Floorplan - Gallery 2



Space Description

- Walls are 12' to light grid, vaulted area beyond semi-permanent black curtain sections (can be relocated in space).
- Gray painted concrete floor.
- Black walls: North, South, & West Walls are dry-wall, East Wall is brick with radiator (all painted black).
- Uni-strut for hanging light instruments.
- Small dressing room through rear exit (no shower).
- Basic lighting system (see attached equipment list).
- Map reflects optimal space arrangement for audience of 70 people.

TIME ARTS EQUIPMENT AVAILABLE AT GALLERY 2

Video Equipment

4 19" color monitors with detachable speakers and remote control
VHS video decks
An assortment of cables and adapters
1 Video Projector

Lighting Equipment

Dimmerboard with crossout and dimmer capabilities (12 channel capabilities)
24- channel Warrior dimmer packs (8 discreet channels)
4 fresnell lights and two ellipsoidal spotlights with assorted color gels
various pars and mini lights

Sound Equipment

8- Channel Sound mixer/ amplifier and active equalizer (to run sound for voice, video, CD, cassette, film, etc.) with 1/4" and XLR inputs. Stereo RCA inputs on two channels.
2 Bose speakers and stands
1 Shure Mic (for voice) and mic stand
1 Yamaha cassette deck and CD player
An assortment of cables and adapters (1/4" phono, RCA, XLR)

Miscellaneous

1 Ektagraphic slide projector (zoom lens)
Extension cords of varying lengths
Retractable film screen (6'x8')
16mm sound projector (optical sound only)
risers for audience seating or stage
100 chairs

Other equipment is available for student checkout from the 112 S. Michigan Media Center.

Directions to Gallery 2, 847 W. Jackson Boulevard:

Public Transportation:

1. CTA BUS #126 JACKSON: from downtown, board at Wabash and Adams. Get off at Van Buren and Peoria, walk north on Peoria to Jackson Boulevard.
2. O'Hare – Congress/Douglas rapid transit line to UIC Halsted stop (University of Illinois-Chicago and Halsted Street). Walk north to Jackson Boulevard. The gallery is on the southeast corner of Peoria and Jackson, with the entrance off of Jackson.

CTA Travel Information 312.836.7000

Automobile:

If you are traveling on I-90/94, take the Adams Street exit (westbound) and proceed west on Adams to Peoria Street. Turn left (south) on Peoria and go one block to Jackson Boulevard (east, one way). The gallery is on the southeast corner of Peoria and Jackson, with the entrance off of Jackson. There is metered parking on Jackson and Peoria. There are also several pay lots in the area, the closest being on Green and Jackson.

Taxi:

The gallery is a \$5 - \$6 taxi ride from the School's main campus downtown in the loop.