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(Note: Individual category applicants may use the EZ form instead -- if only submitting slide documentation. The EZ application form is available at the Betty Rymer Gallery and Gallery 2.)

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Deadline for Spring 2003 review is Monday, February 17, 2003.

For alumni of the School:

Alumni may submit proposals for alumni curated shows. Such proposals will be evaluated by the same criteria as used for other group applications. On occasion, there are additional opportunities available specifically to alumni of the School of the Art Institute of Chicago to participate in juried exhibitions as well as attend special events. Application for such exhibitions is separate from the general Exhibitions and Events proposal process. To get on the alumni mailing list to receive information on future juried shows and other alumni activities, please contact Tara Avram, Director of Alumni Affairs at: 312-899-5218 (email: tavram@artic.edu).

All non-School of the Art Institute of Chicago affiliates should contact the Associate Director of Special Exhibitions, Jeanne Long, at 312-443-3703 prior to proposal submission.

How to Use This Booklet:

This booklet contains guidelines and application forms for the following Exhibitions and Events proposal categories: *Curated group and juried* exhibitions at the Betty Rymer Gallery and Gallery 2, as well as *Individual, Time arts, the Locker at Gallery 2, and the Window at Gallery 2*.

Proposals are reviewed in October and February of each year. **The deadline for Spring 2003 proposal submissions is Monday, February 17, 2003 at 5:00 p.m.** All proposals must be submitted to the Betty Rymer Gallery. Proposals will NOT be accepted at Gallery 2. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**

General information and the descriptions for each specific category of proposal are provided in this booklet. Please read all the information carefully prior to completing the application.

After reviewing the specific category descriptions to determine which proposal is the most appropriate for you, indicate your choice on the application cover. Your application will be reviewed by the Exhibitions and Events Committee. If you are not sure which category is most appropriate, you may contact the Exhibitions and Events staff at 312-443-3703 for assistance.

All applicants must complete the Proposal Application. (Individual Category applicants submitting only slides may use the EZ version of the application, see page 5 for more information.) Incomplete applications will not be reviewed. The criteria for reviewing proposals are noted in this booklet. These guidelines will be the basis for the committee's recommendation to the department.

Exhibitions and Events committee members and staff are available to assist applicants in the planning and completion of applications. Applicants, particularly first-time applicants, are strongly encouraged to contact a committee member or the staff for assistance in advance of the deadline. Please see the proposal workshop schedule on page 4 of this booklet.

Contact Information

The Exhibitions and Events staff members are available for consultation.

Romi Crawford

Assistant Director, Exhibitions and Events
Director, Visiting Artists Program
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Meg Duguid

Assistant Director, Exhibitions and Events
Managing Director, Gallery 2
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Jeanne Long

Associate Director for Special Exhibitions
312-443-3703 (jlong@artic.edu)

Trevor Martin

Assistant Director, Exhibitions and Events
Managing Director, Betty Rymer Gallery
312-857-7642 (tmartin@artic.edu)

Betty Rymer Gallery

280 S. Columbus Drive
Chicago, IL 60603
312-443-3703 (saic_brg@artic.edu)
website: www.artic.edu/saic/bettyrymer

Gallery 2

847 W. Jackson Boulevard
Chicago, IL 60607
312-563-5162 (saicg2@artic.edu)
website: www.artic.edu/saic/g2

About the Department of Exhibitions and Events:

Mission

The School of the Art Institute of Chicago recognizes exhibition opportunities and public programming as an essential component of the educational experience of its students. The Department of Exhibitions and Events serves to enrich and augment the academic curriculum through active discourse on issues and ideas current in contemporary art. The Department of Exhibitions and Events has two public exhibition facilities: the Betty Rymer Gallery located at 280 South Columbus Drive; and Gallery 2 located at 847 West Jackson Boulevard. The Betty Rymer Gallery showcases the strength and diversity of the School's programs, highlighting work from the departments and presenting special exhibitions. Gallery 2 highlights student work through its exhibition space, performance space, and two site-specific installation spaces called the Locker and the Window. Gallery 2 public programming includes undergraduate and graduate exhibitions, performances, film and video screenings, sound events and readings. Also housed within the Department of Exhibitions and Events is the Visiting Artists Program which sponsors presentations by critics, historians, and artists working in all media.

The Exhibitions and Events Committee

The Exhibitions and Events Committee is an established Faculty Senate sub-committee and acts as an advisory body for the Department of Exhibitions and Events. This committee ensures that public programming remains integral and relevant to academic investigations. This advisory body is comprised of 10 - 12 representatives from the faculty, two graduate student and two undergraduate student representatives, as well as a liaison from institutional advancement from the School. The Committee's charter mandates that it serves not only as an advisory body for the Department of Exhibitions and Events, but also as an advocate for the department's ability to creatively and professionally serve the School and its constituents. Under this mandate the Committee reviews all programming presented through the Betty Rymer Gallery and Gallery 2, as well as all other public events sponsored by the School. The Committee also serves to communicate with the Faculty Senate and thereby the entire school body regarding the programming activities of the department.

Members of the Exhibitions and Events Review Committee

Faculty members on the Exhibitions and Events Committee are selected by the School's Faculty Senate Committee. Student representatives on the committee are elected by the SAIC Student Government.

The following are the Faculty E/E Review Committee representatives for the (2002-2003) academic year:

Candida Alvarez, Painting and Drawing
Lisa Brock, Liberal Arts
Ben Chang, Art and Technology
Peter Exley, Interior Architecture
Diana Guerrero-Maciá, First Year Program
Ken Fandell, Photography
Art Jones, Film/Video/New Media
Beth Nugent, MFA Writing Program
Claire Pentecost, Photography (Committee Chair)
Olivia Petrides, Painting and Drawing
James Trainor, Film/Video/New Media
Rachel Weiss, Arts Administration
Faith Wilding, Performance

The following are the Student E/E Review Committee representatives for the (2002-2003) academic year:

Thu Kim Vu, Graduate Student Representative
Changa Semakokiro, Graduate Student Representative
Merry Beth Noble, Undergraduate Student Representative
Tomiko Pilson, Undergraduate Student Representative

Proposal Guidelines:

General Information

Exhibitions and events that are sponsored by the School and open to the public are reviewed by the Exhibitions and Events Committee and scheduled by the Assistant Directors of the Department of Exhibitions and Events. Proposals that are open to the public MUST be approved by the Exhibitions and Events Committee and scheduled with an advance period of up to twelve months in order to be properly administered and publicized.

An application form must be submitted by the publicized deadline with appropriate documentation for review by the Exhibitions and Events committee. Original artwork will not be accepted for review. No late applications will be accepted. All applications must be typed (or computer print out photocopied into place). **Hand written applications will NOT be reviewed.**

All applications must be submitted in an envelope.

Applications are accepted from students, staff and faculty of the School. Applications for exhibitions at the Betty Rymer Gallery are also invited from curators who are outside of the SAIC community. All non-School of the Art Institute of Chicago affiliates should contact the Associate Director for Special Exhibitions, Jeanne Long, prior to submitting a proposal.

Applicants are limited to one application per category; however, applications for several categories may be submitted during any deadline period. Students may use the same documentation for multiple categories however each category must have its own distinct application. Each category has unique presentation concerns (including site-specificity for the Locker and Window); each application should address why the proposed work is appropriate for a particular category.

Please note: Individual applicants are responsible for installing their own exhibitions at Gallery 2. Promotional materials and posters are provided by the galleries. Should any special costs be associated with the proposal, such as shipping, special publication, or jury expenses, they must be noted in the proposal's Narrative section and a complete budget should be attached. Budget summaries are required of all group, curated, and juried proposals. Call 312-857-7642 for more information.

Proposal Workshop Schedule

If you are interested in showing your work or have an idea for an exhibition, attend one of the Exhibitions and Events proposal workshops. These workshops serve to clarify the application process as well as help to answer specific questions you may have. Proposals for exhibitions and performance/time arts events at the Betty Rymer Gallery and Gallery 2 are accepted on the fifteenth of October and February of each year. Documentation and completed application forms are required with all proposals. Application forms are available at the Betty Rymer Gallery and Gallery 2.

Spring 2003 Workshops

Wednesday, February 5
4:15 p.m.
Room 302, 37 S. Wabash

Tuesday, February 11
4:15 p.m.
Room 302, 37 S. Wabash

Thursday, February 13
4:15 p.m.
Room 302, 37 S. Wabash

Proposal Categories:

Individual

Individual applications are only accepted from students currently enrolled at the School. The Individual category is open to all media including time-based works (on monitor, headphones, in live performance, or as video/sound/film installations). Gallery 2 does have temporary walls that may be reconfigured to create special time-based presentation areas distinct from the Locker space. Individual applications will be considered for inclusion in group shows at Gallery 2 as developed by the directors of both galleries. If selected in the "individual" category, the artist must agree to present his/her work in an exhibition or event scheduled within the next 10 months (dates will be determined in consultation with Exhibitions and Events staff). To apply, submit the attached application (or EZ version) with the appropriate documentation of your work. It is important to provide quality work samples that convey a coherent body of work as the application process is very competitive.

EZ Individual Application - this is a new, truncated version of the guidelines and application you are currently reading. You may use the EZ form if you are submitting slides only as documentation for an Individual Application. The EZ Form is available from the Betty Rymer Gallery and Gallery 2.

Group

Curated: Group proposals are accepted from students, staff and faculty of the School as well as from independent curators and other institutions. Group proposals may be considered for presentation in either the Betty Rymer Gallery or Gallery 2 and are scheduled appropriately by the Exhibitions and Events staff. Curated group shows are those which incorporate three or more individuals through a common thematic scope. Applications for curated group shows must be submitted as one packet which includes four slides per artist and one completed application form for the group. Group proposals must have the name of only one lead applicant on the application serving as the contact liaison. An exhibition description which lists the title or working title of the proposed exhibition, names of participants and a brief description/curatorial premise of the exhibition should be typed in the Narrative section of the application. Additional 8 1/2" x 11" sheets of paper may be attached if required. Group exhibition proposals for Gallery 2 may include installations in the Locker and the Window, as part of the proposal. Slides of works that are representative of the proposed exhibition theme are not mandatory, but would serve to strengthen the proposal.

Juried: Proposals for juried theme-based exhibitions or other curatorial concepts must include a brief, concise, and legible description of the show and its would-be administration (i.e. how work would be selected, who would select the work, who would be eligible to participate, etc.). Four to eight representative slides may be included with the juried proposal. Juried shows are typically open to all SAIC students, faculty, staff, and alumni.

A budget, which includes anticipated expenses (including shipping, curator fees, special publications, etc.) is required for all group, curated, and juried proposals. (Please call 312.857.7642 with questions regarding budgets.) Group proposals for curated or juried time arts work should consult the Time Arts section for related information.

A special note: Current SAIC students are encouraged to propose juried/curated show ideas for the Betty Rymer Gallery or Gallery 2. These group shows are a good opportunity for students to examine thematic connections between their own studio work and that of their peers. Acting as curator or juror, students gain the vital experience of publicly presenting their curatorial concepts through exhibitions and related programming.

Time Arts Events

Students are encouraged to submit proposals for inclusion in a time arts evening or weekend. If selected, the artist must agree to present his/her work in an event scheduled within the next 10 months (dates will be determined in consultation with Exhibitions and Events staff). Gallery 2 hosts time arts events in its performance space. Students can use this space for performance, film/video screenings, readings, sound presentations, and other events. Proposals for this space should be accompanied by a VHS video tape, audio tape or CD with documentation of past work (i.e. a dub of the current film or video when available, an example of past performances, etc.) A typed, narrative description or script of the proposed event should accompany the application. The applicant is responsible for planning and coordinating his/her time arts/performance work. The artist is expected to furnish props, technicians and equipment beyond what is offered by Gallery 2. Should the applicant anticipate additional expenses in the mounting and presentation of the work it should be noted in the Time Arts Narrative section of the application. A Gallery 2 performance space floor plan and equipment list is included in this application. Gallery assistants are available for set-up. Do not submit 8 mm films, 16 mm films or the original master of a video tape. All video and audio tapes must be edited or cued to a five minute viewing sequence, and accompanied by a clear description of the sample (i.e. if it is past work, its relationship to the proposed time art event). Up to 5 minutes of video/audio will be reviewed by the committee. Please include your name, title of the work, total running time and date on both the video cassette, audio tape, or CD and its corresponding case. **Video tapes submitted in fiber-filled envelopes will not be reviewed. Use bubble-wrapped envelopes. Group exhibition proposals for Gallery 2 may include a time arts event as part of the proposal (See Group Proposals).**

Locker / Window at Gallery 2

Applications for site-specific installations in the Locker or the Window should include documentation of previous work or work-in-progress; a brief written description of the proposed piece; and an 8 1/2" x 11" sketch for the proposed piece (floorplans and dimensions of the Locker and the Window with specifications are included in this application). **Group exhibition proposals for Gallery 2 may include installations in the Locker or the Window as part of the proposal (See Group Proposals).** Proposals for the Locker or Window should carefully address (in the narrative and project description pages of the application) why the work is appropriate for each of these site-specific spaces.

Multiple Applications

Applicants are invited to submit a total of five applications but are limited to one application per category (individual, locker, window, time arts event and group). When submitting more than one proposal please photocopy the application form at the back of this booklet as many times as needed, check the appropriate boxes for each different application. All applications must be submitted to the Betty Rymer Gallery, before 5:00 p.m. on Monday, February 17, 2003 in order to be considered during the Spring 2003 review. Students may use the same documentation for multiple categories. But each category must be addressed in a separate application that clearly states why the work is appropriate for the category.

MFA in Studio Students

MFA in Studio students may fulfill their thesis requirement with the presentation of their work in an exhibition or time arts event at Gallery 2 (approval from Graduate Division Chair must be obtained).

Proposal Deadline:

Applications to be considered in the Spring 2003 review should be received at the Betty Rymer Gallery reception desk before **5:00 p.m. on Monday, February 17, 2003.** Applications submitted after this date will not be reviewed until Fall 2003.

To apply, submit an envelope containing the attached application with documentation of your work. The Exhibitions & Events staff will take every precaution in handling materials submitted, but cannot take responsibility for loss or damage. Keep a copy of your application for your records and get proof of receipt from the gallery attendant upon submission. You may request a receipt if you are submitting a proposal by mail. Mailed applications MUST BE RECEIVED by the deadline, NOT postmarked. Only proposals with an SASE and sufficient postage will be returned by mail, all others will be held one month after notification for pick-up. (See Notification section on next page).

Review Process:

1. Application is received at the Betty Rymer Gallery reception desk and the applicant is given a written receipt by the attendant. Incomplete applications will not be considered for review. If you are unsure of anything, please ask the gallery attendant or the E/E staff.
2. The Exhibitions and Events staff members review the application in depth. The applicant may be asked to answer questions or provide additional information prior to the committee review. The application and specific documentation is then compiled for the committee's consideration.
3. Applications are presented to the committee for review. Each application with documentation is reviewed based on the criteria listed in the next section. Following a brief discussion, the committee votes for each application and relates any recommendations or comments regarding the application to the Exhibitions and Events staff. The results are noted by the Exhibitions and Events staff who participate as non-voting members in this process.
4. The applicant is notified of the committee's decision by mail approximately eight to ten weeks after the deadline. Results are also posted at the Betty Rymer Gallery and Gallery 2.

Criteria for Committee Review

The Exhibitions and Events Committee reviews and evaluates applications. The evaluation includes comments and suggestions from the committee. The bullets under each criterion are examples of items the committee may consider. Criteria are as follows:

1. **Pursuit of Excellence**
 - innovation of proposal
 - artistic quality of the work presented or proposed idea
 - clarity and purpose of proposal
2. **Impact on School Community and General Public**
 - accessibility to the school community, regardless of ethnicity, gender, age, or physical ability
 - benefit of this exhibition or event to the School
 - aesthetic or cultural impact of project on the community

NOTE: The Exhibitions and Events Committee seeks to foster exhibition and presentation opportunities for many members of the SAIC community. When selecting applicants for future shows, an applicant's previous SAIC exhibition record may be taken into account in order to create opportunities for students who have not had the chance to exhibit in the School galleries.

Notification:

Applicants are notified of the committee's decision by mail approximately eight to ten weeks after the deadline date. Results are also posted at the Betty Rymer Gallery and Gallery 2. Documentation materials will be held at the Betty Rymer Gallery for pick-up for 1 month after notification. If you have included with your application an **SASE with sufficient postage**, your materials will be returned to you by mail. All other application materials will be held for one month after notification. All application materials not collected after one month will be discarded. If you are interested in donating your slides to be used by SAIC in a variety of publications and for possible consideration for outside exhibition opportunities please indicate so on the appropriate section of the application.

Application:

Each arts discipline has its own specific concerns. As such, each category listed in this booklet requires a different combination of documentary materials (See Required Support Material). Narratives and project descriptions for each category should specifically address why the work is appropriate to that category (ex. the Locker and Window spaces are site-specific; proposals should address the site-specific nature of these spaces). You may photocopy the application as many times as needed.

Use of Images for Publicity

Unless permission is declined by the applicant, the Department of Exhibitions and Events reserves the right to use images of the work and/or written statements and other texts submitted for review by the Exhibitions and Events Committee for publicity and educational purposes to promote exhibitions at Gallery 2 and the Betty Rymer Gallery and the School of the Art Institute of Chicago in general (this includes, but is not limited to, use by the Admissions office in various publications and slide presentations, listings on the SAIC website as well as use by the SAIC Office of Career Development for artists' workshops).

Documentation of Work:

Time Arts Documentation

Video (VHS only), CD ROMs (MacIntosh compatible), audio CDs, audio tapes, or combinations of slides and audio tapes/CDs must be labeled with your name, title of the work, year of completion and length of tape on both cassette/CD and cassette/CD cover. Please cue videos/tapes to a five minute section for the committee's viewing/listening. Complete the attached time arts documentation sheet and description sheet. If submitted documentation is not of proposed presentation, include a typewritten description of the work (in your documentation) in addition to a description of what you intend to present. Do not submit videos, CD's or audio tapes without cassette/CD cover or proper label information and description. Materials submitted in fiber-filled envelopes will not be reviewed - use bubble wrapped envelopes only (loose fiber material may damage video/audio decks).

Slide Documentation

Only eight slides per artist will be reviewed by the committee. Do not include more than eight slides (limit of four slides per artist in group proposals). For media description, be specific: Do not use MIXED MEDIA. Note the type of photographic process, i.e. silver print, c-print, cibachrome, cyanotype, etc. or the type of printmaking process, i.e. etching, screenprint, lithograph, etc. Paintings should indicate the materials (i.e. *Oil on canvas* or *Acrylic on masonite, etc.*). Media should indicate materials used, not process of creation. The committee refers to this information while viewing the slides. The size and completion date of a work should also be included.

Required Support Material:

The following must be submitted:

For Individual proposals

- application form
- résumé
- slide documentation sheet or Time Arts documentation sheet if submitting video/audio tapes or CDs
- up to 8 slides **OR** 5 minutes of video/audio **OR** 8 images on CD ROM (Mac compatible)
Note: only 8 images will be reviewed on CD ROM (tiffs or jpegs). Do not submit more than 8 images.
- narrative statement
- SAIC exhibition history

For Group proposals

- application
- slide documentation sheet/time arts documentation sheet
- narrative - 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 this information on an attached 8.5" 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 exhibitions.
- maximum of 4 slides **OR** 3 minutes of video/audio per artist, if more than one artist is represented
- list of possible jurors, if submitting a juried group show proposal
- list of participants (with résumés as appropriate)
- notification of any expenses related to the exhibition (budget including shipping, loan and curatorial fees, special advertising and publication costs)
- when submitting time arts documentation, please state clearly whether this will be an installed gallery presentation (as an exhibition, i.e. video installation, etc.) **OR** as an evening of time arts presentations, i.e. performance festival, film/video screenings, etc.

For Time Arts proposals

- application form
- résumé
- time arts documentation sheet
- time arts description sheet
- 1 video tape **OR** 1 audio tape **OR** 1 audio CD **OR** 1 CD Rom (MacIntosh compatible) **OR** a combination of 8 slides and 1 audio tape/audio CD. The committee will consider up to 5 minutes of video/audio **OR** up to 8 images on CD ROM (tiffs or jpegs).
- narrative
- SAIC exhibition history

For Locker/Window proposals

- application form
- résumé
- slide documentation sheet **OR** time arts documentation sheet (whichever is appropriate for your work)
- completed floorplan of proposed installation
- 8 slides **OR** 1 video tape **OR** 1 audio tape **OR** one audio CD **OR** 1 CD ROM (MacIntosh Compatible) **OR** a combination of 8 slides and 1 audio tape/audio CD. The committee will consider up to 5 minutes of video/audio **OR** up to 8 images on CD ROM (tiffs or jpegs).
- narrative
- SAIC exhibition history

Please detach the following application pages and submit to the Betty Rymer Gallery by 5:00 p.m. on Monday, February 17th, 2003. You may photocopy this application as many times as needed. Please be advised to keep this booklet for future reference.

Questions concerning the application process should be directed to the Managing Director of Gallery 2, Meg Duguid, 312-563-5169; the Managing Director of the Betty Rymer Gallery, Trevor Martin, 312-857-7642; or the Associate Director of Special Exhibitions, Jeanne Long, 312-443-3703.