

Art Installation on Campus Request Form

Process

- Complete the form fully. After your professor signs the form, you may drop it in the Division office for Dean Daily to sign.
- The Dean will then forward the form to Laura Reehl, who will check the availability of the space on campus. She will contact you with final approval.
- Before completing this form, it is a good idea to speak with the building's Office Manager to make sure that your idea is feasible in the proposed space (see list at end).

Name:

Email:

Phone number:

Add this as an event on the campus calendar: **yes** **no**

Class the art is created for:

Dates and times the art will be displayed (including set up and take down):

Description of Artwork (Please be specific!) You may attach a sketch or photo of the work for clarity (the photo can show the work in-progress).

Requested Location (Please be as specific as possible):

Briefly explain how the location relates to the proposed artwork.

Conditions of art installation display:

- You must include signage next to or near the artwork that includes: Your name, the title of the artwork, and short artist statement that describes the concept/idea behind the artwork.
- Your proposed artwork must leave no trace. You cannot harm or damage the display location.
- Make sure your artwork does not block any emergency exits.
- You must completely clean up the artwork at the designated time.
- If your actual artwork varies significantly from the proposed project, it may be subject to removal.

Student Signature _____ Date _____

Professor Signature _____ Date _____

Dean Signature _____ Date _____

Who to contact about various locations on campus:

Campus Mall: Laura Reehl

Walton: Bethany Walker

Smith Broyles: Lisa Gruben-Inness

Walker Hall/ Boreham: Alicia Nowotny-Stewart

Library: Stuart Stelzer

Gym: Lisa Thomas

Mabee: Connie Booty