

THE MORRIS MUSEUM OF ART

EDUCATION GALLERY

EXHIBITION PROPOSAL GUIDELINES

ELIGIBILITY

The Education Gallery at the Morris Museum of Art hosts exhibitions featuring work by full-time K–12 and university students, various nonprofit or education-based community groups, and participants taking part in specific museum programming. All exhibition proposals are subject to approval by museum personnel.

SUBMISSION GUIDELINES

- All media are accepted.
- Two-dimensional work can be no larger than 40 inches in height and 70 inches in width, including mat and/or frame.
- Three-dimensional work can be no taller than 80 inches and no wider than 36 inches.
- Two-dimensional work must be framed and wired to hang.
- Proposals must include digital images of **at least six** prospective works on a **single** CD-ROM, an exhibition checklist relating the artist's name, artwork title, media, and overall dimensions for each work, a completed and signed submission application, and a brief exhibition thesis (300 words maximum) describing the show's overall theme and content.

GALLERY REGULATIONS

- No sales allowed.
- The museum reserves the right to reject any application or remove works from display without notice or reason.
- Museum personnel determine the date and length of each exhibition.
- Unless prior approval has been acquired, opening receptions can only be during daytime museum hours.
- All artwork must be delivered and picked up on arranged dates during normal museum business hours. Work not picked up within two weeks of the exhibition closing date is subject to disposal.
- Individual artists or community groups are required to write and produce all invitations, announcements, labels, and text panels following museum-provided guidelines.
- Individual artists or community groups are responsible for all exhibition marketing and promotion; however, all materials must be approved by the museum prior to distribution.
- Individual artists or community groups are responsible for arranging, hanging, and taking down all exhibitions.
- The Morris Museum is not liable for any loss, damage, or theft of artwork. The gallery area is not monitored by museum security.
- Shows listed on resumes may be titled only as "Education Gallery Exhibition" at the Morris Museum of Art.
- Once a submission proposal has been approved, subsequent release forms will be required. Any exhibiting artists under the age of 18 will be required to have a parent or guardian complete these forms.

**CONTACT MICHELLE SCHULTE AT 706-828-3865 OR
MICHELLE.SCHULTE@THEMORRIS.ORG FOR MORE INFORMATION OR ASSISTANCE.**

Submit this completed form with the following materials:

- Digital images of **at least six** prospective works on a **single** CD-ROM.
- An exhibition checklist with the artist's or artists' name(s), artwork title, media, and overall dimensions for each artwork featured on the disk.
- A brief exhibition thesis (300 words maximum) describing the show's overall theme and content.

INCOMPLETE EXHIBITION PROPOSALS WILL NOT BE CONSIDERED.

Please PRINT

Name of person completing the submission: _____

Phone: _____ E-mail: _____

Address: _____

Are you representing a community group? YES NO

If yes, what is the group? _____

Group address: _____

Are you representing a group of individual artists? YES NO

If yes, please describe how you are affiliated: _____

Names of all artists included in the exhibition (if necessary, attach a separate sheet):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Proposed exhibition title: _____

Preferred exhibition dates: 1. _____ 2. _____

I HAVE READ THROUGH AND AGREE WITH THE SUBMISSION GUIDELINES AND EDUCATION GALLERY REGULATIONS. I AGREE TO ALLOW MY ARTWORK TO BE EXHIBITED AT THE MORRIS MUSEUM OF ART. I RELEASE THE MORRIS MUSEUM FROM RESPONSIBILITY FOR LOSS OR DAMAGE TO MY WORK. I AGREE TO THE REPRODUCTION OF MY ARTWORK FOR PUBLICATION. I UNDERSTAND THAT MY NAME WILL BE USED ALONG WITH ALL REPRESENTATIONS OF MY ARTWORK. IF SUBMITTING WORK FOR A GROUP OF ARTISTS OR SPECIFIC COMMUNITY GROUP, I ATTEST THAT THE GROUP IN QUESTION HAS VESTED ME WITH THE AUTHORITY TO MAKE THESE STATEMENTS AND AGREEMENTS, AND TAKE FULL RESPONSIBILITY FOR MY ACTIONS.

Sign: _____ Date: _____

Please submit this form along with the other required components to: Michelle Schulte, Morris Museum of Art, 1 Tenth Street, Suite 320, Augusta, GA 30901. Feel free to call 706-828-3865 or e-mail michelle.schulte@themorris.org if you need assistance or more information. Please do not e-mail digital files.