

**CHECKLIST OF REQUIRED ACTIONS:**

- Select your exhibition dates with Gallery Office staff and receive a packet.
- Fill out the Reservation and Guidelines Sheet.
- Sponsoring faculty member must sign the Reservation Sheet.
- Turn in Reservation Sheet to the gallery staff with your deposit check.

Only then will the exhibition be reserved. Until we receive the signed sheet and deposit, anyone else is eligible for the slot if they turn in their paperwork and deposit first.

- Gallery Staff will sign the form in final approval, and a deadline will be given for submitting the Exhibition Agreement and emailing the website info and images.
- Submit Exhibition Agreement and email website info and images.

Exhibition Agreement is submitted in person to the Gallery Office. Website info is emailed to gallery@unt.edu.

- Notify Gallery Staff of plans for alcohol at receptions upon submission of the Exhibition Agreement.

Having alcohol at receptions is allowed, but must be scheduled through the University Union Scheduling Services. The Gallery Staff will provide the necessary paperwork to submit to UNT Scheduling Services. It is the exhibitor's responsibility to read and follow the university rules and guidelines precisely.

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- **Failure to uphold any aspect of this downloaded packet and the subsequent full packet will result in a loss of your deposit.**
  - Any other necessary arrangements must follow within the timelines detailed in the packet.
  - UPON TURNING IN THE WEBSITE DOWNLOAD VERSION OF THE RESERVATION AND GUIDELINES SHEET, YOU WILL RECEIVE THE FULL AND GALLERY SPECIFIC EXHIBITION PACKET NECESSARY TO CONTINUE
  - If you find the packet to be unclear, please contact the Gallery Staff with any questions or concerns
  - Making an appointment via email is the best method to meet with Gallery Staff in person. Office hours are posted on the Gallery Office door. The nature of our responsibilities and the size of our staff take us out of the office on a regular basis, so please don't be alarmed if you find the door locked during open hours or reach our voicemail by phone.

940-565-4005  
 Michael Little  
 gallery@unt.edu

1. No time will be reserved until this page and deposit have been turned in to the UNTAG office and the week confirmed by a staff member.
2. Faculty requests are granted before student initiated projects, except for MFA or BFA shows.
3. Exhibition dates are for one week only. Special permission for extended exhibition dates may be granted at the discretion of the Gallery Director.
4. **A refundable deposit of \$50 is required for each exhibition.** CASH IS NOT ACCEPTED. Please submit check, money order or departmental IDO to the UNT Art Gallery office with this **faculty signed form**.
  - a. Students who do not clean their designated gallery space by the contracted exit time or who damage walls, lighting, or artworks will not be refunded the deposit. "Cleaning," means removal or return of all artwork and signs, nails, hardware, tools, and all *pedestals and shelves*.
  - b. Failure to provide the **remaining requested paperwork by the due date** will also result in a loss of deposit.
  - c. Ignoring **any** of the guidelines in the remaining exhibition package will result in a loss of your deposit.
5. The College of Visual Arts and Design and its Faculty and Staff are not liable for works lost or damaged while being exhibited in Cora Stafford, Lightwell, or North galleries.
6. **Receptions are to be held on the Thursday of your scheduled week, from 5 – 7 pm. Please plan accordingly.**
7. Permanent promotional signage and website information managed by the Gallery Staff for upcoming shows is updated based on the information provided in this form.
8. All aspects of exhibition and reception logistics must be approved by Gallery Staff. Other faculty or staff cannot approve in the place of Gallery Staff.

**All fields are required:**

NAME: \_\_\_\_\_  
*For group/class show, list the group/class name and the name of the delegate or representative*

CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

GALLERY SPACE:      **NORTH GALLERY**      **LIGHTWELL GALLERY**      **CORA STAFFORD GALLERY**

CIRCLE ALL APPLICABLE:

FACULTY      TA      GRAD      UNDERGRAD, \_\_\_\_\_ (year)  
*ceramics, com. design, drawing, fibers, metals/jewelry, new media, int. design, fashion design, sculpture, painting, photo, printmaking, watercolor, other: \_\_\_\_\_*

SHOW TYPE:    **MFA**      **BFA**      **Group**      **Class**

MAJOR PROFESSOR or COURSE INSTRUCTOR *signature:* \_\_\_\_\_  
*printed name:* \_\_\_\_\_

**REQUESTED DATES** Month / Days / Year: \_\_\_\_\_

Today's Date: \_\_\_\_\_

**GALLERY REPRESENTATIVE APPROVAL:** \_\_\_\_\_ **NEXT DEADLINE:** \_\_\_\_\_