**Witt Gallery Exhibition Procedures**

(Revised May 2015)

**READ this entire document before installing your show!**

**Important:** The Art faculty member who is sponsoring your project and the Art Department front office staff must be informed of all details related to your exhibition (installation and de-installation dates, date and time of reception, etc.) Make all arrangements with their approval and make plans well in advance. Make sure that the faculty member and the Art office have your current contact information (phone numbers, e-mail address, etc.). Remember also that you are sharing these facilities with other exhibitors: collaboration, consideration, and cooperation are essential between all the exhibitors.

**Art Department contacts:**
- Ruth Hansen – ASC II, Email: ruth.hansen@csus.edu; Phone 278-5786
- Sherry Arrowood - ASA II, Email: sa43@csus.edu; Phone 278-6166
- Kevin Ptak – IST III, Email: kevin.ptak@csus.edu; Phone 278-6615

**Orientation meetings:**
All exhibitors are required to attend any scheduled orientation meetings about the use of the Kadema Galleries (usually scheduled in the Fall semester). Failure to attend this meeting could result in losing your show.

**Exhibition installation:**
The Art Department has a tool-chest, pedestals, ladders, paint-trays, paint-rollers and other basic equipment for show installation. Speak to the Art Department staff before the weekend if you will need to borrow any equipment. Special permission must be obtained from the Art Department before you repaint the Else or Witt Gallery walls, install shelves on the walls, or make any other modifications in the Gallery’s appearance.

**Important Note:** Only water-base paint may be used in the Gallery. All tool clean-up must be done in the sink in the alcove located off the larger room in the Witt Gallery. Do not clean brushes or pans in the bathrooms.

**Gallery attendants:**
Because of funding limitations, almost all Witt Gallery shows must be staffed by volunteers selected by the exhibiting artists in collaboration with the Art office (the names, contact information, and sitting schedules of all attendants must be shared with the Art office before the exhibition opens). Regardless of whether or not hired or volunteer attendants are used, each exhibitor is requested to provide printed information about his/her show so that the attendants are prepared to answer questions from gallery visitors.
**Gallery keys:**
Gallery keys are kept in the Art Department and only can be borrowed by exhibitors who are approved by Art faculty or staff. Anyone borrowing a key from the Art office must sign the register at the counter when they take and return the key; all keys must be returned before 4:30 p.m. To retain a key overnight or for a weekend (such as when you need access to the Gallery for a reception or show installation), speak to the Art office staff. The person checking out keys is responsible for those keys, and is liable for any fees incurred for the replacement of keys and/or rekeying of doors. **Immediately contact the Art Department if the Gallery keys are lost or stolen.** If the keys are stolen, a police report must be filed at the Campus Police office.

**Gallery notice boards:**
The Art Department has two glass-covered notice boards for posting information. One board is located at the east end of Kadema Hall, next to the glass door to the corridor with faculty offices. This board is unlocked. The second notice board is located on the north side of the Witt Gallery (to your right, as you walk out the back door of the gallery). The key to this board is on the Witt key ring. It is the responsibility of the exhibitors to update notice boards with current dates and information about their exhibits. The exhibitors also must remove any posted items when their shows are over. Plastic letters for use in these two boards may be borrowed through the Art Department office. If you prefer, a poster may be attached to the notice board instead.

**Funds to cover exhibition expenses:**
The Art Department has very limited funds for expenses of some of the exhibitions that it sponsors. If your event is eligible for funding from the Art Department, you must discuss the budget and reimbursement procedures with Ruth Hansen before you incur expenses for materials, etc. For University grants, see the guidelines for promoting Kadema Gallery shows.

**Postcards/posters:** *(for complete information, see the separate document)*
Each exhibitor (or the Art Department sponsor, in the case of guest artists) is responsible for the design of printed materials used to publicize the exhibition or serve as a parking permit during the reception. **All postcard and poster designs must be approved by the Art Department before the materials are either duplicated or distributed.**

**Gallery signage:**
Please provide printed information about the work in your exhibition. You may use wall labels or you may use a simple check-list that can be photocopied and/or inserted in the Gallery Notebook. Depending on the type of show, an **artist’s statement** may be requested for posting in the Gallery.
Receptions / Events:
Before scheduling and planning a reception or any other collateral events for your exhibition, speak to the Art Department staff. This should be done at least two weeks in advance, as special arrangements may need to be made in preparation for each event. Steps to keep in mind include:

- With very few exceptions, the Else Gallery Kitchen may be used only by exhibitors in the Else Gallery who have been granted an access code to the alarm system. Witt Gallery exhibitors who need to borrow utensils or equipment from the kitchen must contact the Art office during regular business hours.
- **Wine/beer:** Alcohol cannot be served at any Art department event.
- **Food:** Due to University health regulations, homemade food cannot be served at campus events. All food must be purchased from a commercial distributor (i.e., a grocery store, supermarket, or one of the venues on campus) and brought to campus in its original packaging. It must be stored safely, at the correct temperatures, to prevent spoilage.
- **Trashcans and bathrooms:** Custodial services must be contacted through the Art Department office if trashcans need to be emptied or the bathrooms left unlocked prior to an event.
- **Chairs and tables:** Folding chairs, tables, and rolling tables/counters are available to check-out. Please contact the Art Office to request these items.
- **Kitchen supplies** (platters, bowls, serving utensils, beverage tubs, table cloths, etc.): Some kitchen supplies are available in the kitchen in the front room of the Else Gallery Annex. These must be cleaned and returned after the event.
- **Kitchen clean up:** Because it is not accessible to the custodians, the Else kitchen must be left absolutely clean after your event (clean the sink and counters; remove all trash/garbage and take it to one of the big dumpsters near the ceramics patio behind KDM 101). Please tell the Art Department office if the supply of garbage bags, paper towels, or cleaning supplies is depleted (these are kept in the kitchen cabinets).
- **Gallery and Courtyard clean up:** The exhibitor is responsible for basic clean-up after any event. If you have a lot of trash, please put it in one of the dumpsters located near the ceramics patio. Do not leave trash piled in the breezeway or overflowing from the trashcans in the bathrooms or breezeway. If you have borrowed any of the Department’s furniture or utensils (tables, benches, chairs, beverage tub, etc.) for use during the reception, and do not have access to the storage room after your reception, please put these items in the Gallery for overnight storage. Don’t leave them outside the building.
- For clean-up **after exhibition de-installation**, see the next page.
After show / Clean up: Check List

**Outgoing exhibitors:** use this list as a reminder of all the tasks that must be done at the end of your exhibition in the Else or Witt Gallery.

**Incoming exhibitors:** use this list to check the conditions of the gallery when you arrive to install your show. If you notice any problems, please report them to the Art Department office immediately.

**Important:** Failure to leave either gallery in a clean, fully operational condition could result in the loss of access to the space in the future.

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Pedestals, shelves, and/or any other exhibition furniture removed and returned to storage area: _____

All signage removed from the Gallery and display cases: _____

Walls returned to original condition: putty, spackle and paint used where required (ask Kevin Ptak or Art Department staff for supplies): _____

Gallery windows cleaned: _____

Lights in full working condition (ask Kevin for replacement bulbs): _____

Gallery floors are swept and mopped. Request buffing if necessary (speak to Art Department staff): _____

All trash removed from the Gallery: _____

All supplies/equipment (ladder, paintbrushes, etc.) returned to appropriate storage areas: _____

Witt Gallery supply storage alcove and sink are clean (no paint!): _____

Else Gallery Annex sinks and counters are clean (no paint!): _____

(note: in the case of the Else Gallery Annex, ONLY the sink in the **back room** may be used for cleaning paint brushes, rollers, pans, etc. The sink in the front room/kitchen is for food preparation only)

Other (please list other problems, if any, here):
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__________________________________________________________________________
__________________________________________________________________________

Kadema Gallery Procedures *(revised* 5/2015)