Roski School of Art and Design
Annual Student Exhibition 2020 Submission Guidelines

General Guidelines:

- Each piece must be entered by filling out the Wufoo submission form: https://roski.wufoo.com/forms/annual-student-exhibition-application-2020/
- All work must be completed prior to filling out the Wufoo form
- Late work will not be accepted
- Once work is entered into the show, no more work or alterations can be made to the piece
- Accepted work may not be removed from the Fisher Museum until the exhibition closes on May 15
- If your work is accepted and needs to be used for critique arrange for your professor and class to come to the museum to view the work
- The curators will contact you if work needs adjustment, repair, or if they have any further questions regarding layout of your piece
- Work that is meant to be hung from the ceiling will be accepted into the show and be judged by the jury committee’s discretion

Size:

- Work cannot be larger than 108 inches in dimension
- All work must fit through the Fisher Museum doors
- Any work that does not meet the dimensions will be accepted or denied at the discretion of the curators and Fisher Museum staff
- Large paintings that are difficult to move can be left painting studios
  - Please indicate on the Wufoo form which room your painting is in
  - On submission day please pick up your label from the check-in table inside the Fisher Museum and put the label on your painting in the studio
- Large 3D works that are difficult to move can be left in the sculpture yard of ceramics studio
  - Please indicate on the Wufoo form which room your 3D work is in
  - On submission day please pick up your label from the check-in table inside the Fisher Museum and put the label on your 3D work in the studio

Series work:

- Indicate the correct series sequence or multiple objects, images, etc. by numbering each piece
- Label the top of each piece
- Provide a detailed layout diagram and upload a copy on the Wufoo submission form
- Bring a copy of your layout when turning in your work
- Explain the layout to the curator when you drop off your work
Raw materials:
- Wet paint, wet clay, liquid solvents, etc., that are safety issues for museum staff, visitors, or the physical area will be determined acceptable or not by the jury committee

2D Work:
- Flat work like drawings, photos, etc. should list the type of installation method to the wall on the Wufoo form. If not stated, professional installers will make the decision based on the materials and best interest. (For example, pushpins, velcro, plastic fasteners, plexiglas, and/or museum tape, may be used.)
- Already framed work should include hardware for hanging (D-straps or French cleat, etc.)
- If you do not frame your work, you can mat and place it under plexiglass and your piece will be attached to the wall with mirror clips

Paintings:
- Fisher Museum will not accept any wet or sticky paintings into the museum
- If your painting is still wet on submission day you still need to pick up your label(s) from the Fisher Museum check-in table and put the label(s) on your painting(s) which will be juried in the Roski painting studios (Harris 201,202,203)

3D Work:
- Provide a layout and detailed description of how you would like the work to be shown (on a pedestal, on the ground, on the wall, etc.)
- Upload your layout with detailed description to the Wufoo form
- Bring a copy of your layout when turning in your work to the Fisher Museum
- Work with electrical components that needs an outlet in the Fisher Museum will be at the jury committee’s discretion to have the work reviewed by University electricians and or fire safety staff to determine whether the work is safe to be exhibited “as-is”
- Any work that is plugged in will be unplugged at the end of each day and may be unplugged whenever Fisher Museum staff deems necessary
- 3D work must stand up under its own weight, must not be in any danger of collapsing and not pose any other safety issues - sharp edges, toxic components, etc.

4D – VIDEO AND WEB BASED WORK:
- Submitted video work must be BOTH:
  1. encoded in H.264 and
  2. .mp4 (MPEG-4) video file
- DO NOT submit your movies as a .MOV as it will not work on the media players
- Web-based work should be submitted with the entire project on a flash drive
Indicate the following with your submission and upload it into the Wufoo form:

1. Is the video to be displayed single channel (against a wall) or multi-channel (synchronized videos across multiple displays)?
2. Is the video part of an installation or sculptural work?
3. Does your video include sound?
   a. If yes, do you want the sound to be played through headphones or speakers? (Note: speakers or any projected sound may be unavailable since this is a group show)
4. Space requirements: how big do you expect the work to be?
5. Equipment requirements: For example, video projector(s), monitor(s), televisions, speakers?
6. Installation diagram: detail how you want your work to be exhibited in writing and by way of a visual diagram. For example, with a laptop placed on a pedestal, on the ground, or in a vitrine, etc.

**PERFORMANCE WORK:**

- Performance work can be performed once during the show’s opening reception

Submit a proposal and upload the following into the Wufoo form:

1. Written description of the performance
2. Diagram of location along with pictures of props, costumes, etc., indicate if any wet paint or liquids will be used
3. List of props, equipment, special effects, or sound effects in the performance
4. Number of participants
5. Name of person(s) providing props and any crew members assisting
6. Schedule of performance timeline
7. Name of Roski faculty mentor overseeing the planning of the performance