

Allen Hall Art/Project/Exhibit Guidelines

Guiding Principles

- Priority is given to showcasing student work (curated by a faculty sponsor) and faculty research
- Each area will be responsible for their content and design. Please ensure displays are professional and appropriate to the building and university. You'll need to secure approval from the leadership/committee below prior to producing and displaying your chosen work. If you choose to involve a student worker or outside vendor for design support, you'll need to ensure your budget includes adequate funds
- Displays typically stay up for one term
- Installation of any display must be coordinated with Building Manager
 - No permanent damage to walls or areas allowed
 - If funding is required, it must be identified prior to approval
 - Display format may have to change based on limitations of the area/surface and building codes/requirements
 - Request for displays must be made five weeks prior to installation
 - Events/reception/openings pertaining to the display must be coordinated with the building manager as well as the events manager and must follow university and building guidelines
- Displays will typically be returned to a requester due to limited storage space in Allen Hall

Specific Areas Process & Procedures

2nd Floor Gallery

- Initial proposal – *submit to Dean*
 - Project title, faculty sponsor, requested term, brief description with prospective content, and funding
 - Dean approves
- One display per term (Fall, Winter, and Spring)
 - Typical format is either up to thirteen 16x20 prints or ten 24x36 framed pieces
 - The TV on the west end is dedicated to the display
 - An additional stand-mounted digital display is allowed on either end
 - No bare posters or foamboard for pictures
 - Timeline: Decisions made before mid-point of the preceding term (5 weeks prior to installation)
- Once approved, work with Building Manager on technical components and installation
 - Gallery pieces must have descriptions for audience engagement.
 - These must be in a readable font from six feet away, and be foamboard or other rigid material (adhered with sticky putty)

2nd Floor Research Hallway

- Initial proposal – *Submit to Doctoral Program Director*
 - Reviewed/Approved by Graduate Affairs Committee (GAC)
 - Building manager to attend a meeting once a term for display review and guidance
- Review displays once per term (Fall, Winter, and Spring)
 - Rotate posters/displays for audience engagement
 - Posters up over one year will be removed
- Once approved, work with Building Manager for installation/rotation

1st floor Awards/Book Display

- Reviewed by Academic Excellence Committee
 - Recommendation to Dean
- Review display once per academic year
 - Prioritize awards in case based on space
 - Add new books by faculty at the start of an Academic Year
 - Remove books as directed by Dean
 - Building manager to attend an Academic Excellence Committee meeting once a year to facilitate conversation
- Once approved, Building Manager purchases books and finalizes display

Sequence Process & Procedures

Journalism Area (3rd Floor – wall along atrium)

- Initial proposal – *submit to Area Director*
 - Reviewed by Area Director and associate faculty
 - Notify Dean
- Review display once per term (Fall, Winter, and Spring)
 - Rotate displays for audience engagement
- Once approved, work with Building Manager for installation

Advertising Area (3rd Floor – concrete wall outside 332)

- Initial proposal – *submit to Area Director*
 - Reviewed by Area Director and associate faculty
 - Notify Dean
- Review display once per term (Fall, Winter, and Spring)
 - Rotate displays for audience engagement
- Once approved, work with Building Manager for installation
 - Sticky putty only for installation

PR Area (2nd Floor – concrete wall outside 221)

- Initial proposal – *submit to Area Director*
 - Reviewed by Area Director and associate faculty
 - Notify Dean
- Review display once per term (Fall, Winter, and Spring)
 - Rotate displays for audience engagement
- Once approved, work with Building Manager for installation
 - Sticky putty only for installation

Media Studies Area (3rd Floor – concrete wall right of staircase/outside 308)

- Initial proposal – *submit to Area Director*
 - Reviewed by Area Director and associate faculty
 - Notify Dean
- Review display once per term (Fall, Winter, and Spring)
 - Rotate displays for audience engagement
- Once approved, work with Building Manager for installation
 - Sticky putty only for installation

Other Display Options

Typically up for no longer than a term

3rd floor wall across for Tom Bivins's office/Next to GE bullpen

3rd floor concrete wall across from 313

3rd floor concrete wall across from 309B

2nd floor concrete wall next to Dean's suite

2nd floor wall above bench/across from Kim Sheehan's Office

New areas in Experience Hub (TBD)

- Initial proposal – *submit to Building Manager*
 - Project title, faculty sponsor, requested term, brief description with prospective content, and funding
 - Reviewed by Academic Excellence Committee
 - Recommendation to Dean
- Once approved, work with Building Manager on technical components and installation