

Steps to putting an exhibit together at Blake Library, UMFK

Prior to the event (anywhere from one to three months before the event date):

1. **Confirm a time** for hanging and taking down the exhibit with Sofia Birden (834-7527, sbirden@maine.edu). In general, this happens several months prior to the expected date of the exhibit.
2. **Have a title for the exhibit** and a couple of sentences that briefly describe your work at the time of confirming the hanging and taking down of the exhibit.
3. If you choose, you can have a **reception or an Art Talk** (you can also choose neither)
4. **Reception:**
 - a. A reception is a formal gathering where food and drink is served, music is played, and a relaxed atmosphere of conversation is usually the norm.
 - b. If you plan to have a reception, you need to take the following steps:
 - i. Schedule with Sofia the date and time of the reception. Dates and times available are:
 1. Fridays any time after 7pm
 2. Summer semesters or student vacation days during the regular semesters, M-F any time after 4:30pm.
 - ii. Receptions range from one and a half to two hours.
 - iii. Schedule this time early enough so the UMFK Public Relations office can advertise the reception along with the exhibit itself.
 - iv. **Due to contractual agreement between UMFK and Aramark, if you plan to have food or drink, you must use Aramark to cater the event. Contact Jason Carter at 834-7545 or 834-8704. Please provide no less than two weeks notice for request of service.**
5. **Art Talk:**
 - a. Artist usually gives a presentation with a follow up question and answer session.
 - b. Typically food and drinks are not served.
 - c. The Art Talk usually lasts no more than an hour.
 - d. Time and dates for Art Talks are the same as for a reception.
 - e. If the actual talk and discussion happens in an adjoining space rather than the exhibit space, there is an opportunity to schedule the art talk on any day and at any time.
6. **Prepare a written description** of you and your work that Sofia can use on the library web site and forward to the PR office. The PR office will edit and use it to send to the various media outlets. **Do this preferably a month before the event takes place.** The PR office needs plenty of time to prepare. See **“Additional help”** below for suggested questions to ask yourself.
7. **Send photos** (one or more) to Sofia, which she will use on her web site to advertise the event and forward to PR who may use them to advertise the event through the various media outlets and/or through campus media. This needs to be done at the same time as the written description (images are optional but do help promote the exhibit).
8. **If you want insurance**, please let Sofia know. The University provides free insurance, though there is a \$1,000 deductible. You will need to provide Sofia with an itemized list of the work on display along with the value of each piece and your name and contact information.

Setting up the event:

1. If you need help putting up the exhibit, verify with Sofia that a work-study student will be available to help.
2. If you have charcoal pieces not framed behind glass or plastic, please make sure to spray the pieces with a sealant to minimize charcoal residue.

3. There are a number of ways the exhibit may be hung or displayed.
 - a. The following is provided for hanging:
 - i. Small nails
 - ii. Fishing line and hooks
 - iii. Velcro which sticks to the carpeted areas (good for labels and lightweight work)
 - iv. Scissors, tape, rulers, hammer, etc.
 - b. The following is provided for display:
 - i. Individual multilevel display stands
 - ii. Tables as needed
 - c. Some multimedia may be provided on request and if available:
 - i. TV stand with DVD/VCR player
 - ii. Laptops
 - iii. Tape/CD player
 - d. **Items not allowed:**
 - i. Poster putty
 - ii. Large nails
 - iii. Anything that can discolor or damage the walls

If you have any questions, please contact Sofia at 834-7527 or sbirden@maine.edu

Additional help:

Some helpful questions to consider for your press release information:

- Who am I, where am I from?
- What are my influences (artists, locations, etc.)?
- Why do I do the work that I do?
- Why did I want to do this exhibit?
- What does this exhibit represent to me? What is its story?
- What impressions do I hope people will get from my exhibit?
- What other information would I like to share with the world?

Work Sheet (for your use if you like):

Actions	Dates and Times
Public display of exhibit	
Hanging exhibit	
Taking down exhibit	
Title and 1-2 sentence description of exhibit to Sofia (brief)	
Reception or Art Talk date (if desired)	
Written description to Sofia (full)	
Image(s) to Sofia	
Other	