

## **Art Installation on Campus Request Form**

\*Please complete the form fully. After your professor signs the form, you may drop it in the Division office for Dean Oatis to sign. He will then forward the form to Laura Reehl, who will check the availability of the space on campus. She will contact you with final approval.

**Name:**

**Email:**

**Phone number:**

**Add this as an event on the campus calendar:**      **yes**                      **no**

**Class the art is created for:**

**Dates and times the art will be displayed (including set up and take down):**

**Description of Artwork (Please be specific!) You may include a sketch or photo of the work for clarity (the photo can show the work in-progress).**

**Requested Location (Please be as specific as possible):**

**Briefly explain how the location relates to the proposed artwork.**

**Please note:**

- You must include signage next to or near the artwork that includes: Your name, the title of the artwork, and short artist statement that describes the concept/idea behind the artwork.
- Your proposed artwork must leave no trace. You cannot harm or damage the display location.
- Make sure your artwork does not block any emergency exits.
- You must completely clean up the artwork at the designated time.
- Before completing this form, it is a good idea to speak with the building's Office Manager to make sure that your idea is feasible in the proposed space (see list below).
- If your actual artwork varies significantly from the proposed project, it may be subject to removal.

Student Signature\_\_\_\_\_ Date\_\_\_\_\_

Professor Signature\_\_\_\_\_ Date\_\_\_\_\_

Dean Signature\_\_\_\_\_ Date\_\_\_\_\_

**Who to contact about various locations on campus:**

Campus Mall: Laura Reehl

Walton: Debbie Eldridge

Smith Broyles: Lisa Gruben-Inness

Walker Hall/ Boreham: Jessica Baumgartner

Library: Stuart Stelzer

Gym: Lisa Thomas

Mabee: Connie Booty