GRADUATE EXHIBITION TECHNOLOGY REQUEST

This is for technology requests only. Requests for other materials (pedestals) must be filled out on a separate form. Request forms are due two weeks prior to the date of installation. Requests are subject to availability and the approval of the Graduate Research Lab Coordinator, Kelly Egan.

Please describe the artwork for which you will require equipment. If it is simply a video or audio piece a short description will suffice. Please state what you feel your technology needs are.

You are responsible monetarily for damage or loss to the equipment. You are required to sign a waiver, exempting the Exhibitions Department from loss or damage while the equipment is in your possession. You are responsible for turning your work on and off during the course of the exhibition. If you are not able to do this, you must give the Exhibitions Department detailed instructions on how to operate, turn ON/OFF your work(s) or it/they will NOT BE OPERATIONAL during the exhibition. LCD Projectors cannot be left running overnight.

PLEASE RETURN TO:
Exhibition Dept., Fox 011 (Basement)
410 225 2280

QUESTIONS OR ISSUES:
Kelly Egan, kegan@mica.edu, 410 230 2685

Name: ___________________________ Email: ___________________________ Phone: ___________________________

Department: ☐ Hoffberger ☐ Graphic Design ☐ MACA ☐ MAAE ☐ MAT ☐ MFAST ☐ Mt Royal ☐ PEM ☐ Post Bac ☐ Rinehart

Faculty point person: ___________________________ Faculty email: ___________________________

Installation date*: ________________ De-installation date*: ________________
*Note these are NOT the dates of the shows opening and closing but the dates you will put up and take down your work.

Gallery: ☐ Decker ☐ Meyerhoff ☐ Fox 3 ☐ Pinkard ☐ Brown 1 ☐ Brown 2 ☐ Brown 3 ☐ Brown 4 ☐ Other: ___________________________

Description of work: Please describe the artwork for which you will require equipment. If it is simply a video or audio piece a short description will suffice. Please state what you feel your technology needs are.

Sketch of installation:
If the work is more than a simple video or audio piece please draw a sketch of the planned installation. For more room use the back of the sheet.

Faculty point person: ___________________________ Faculty email: ___________________________