MICA EXHIBITION INFORMATION HANDOUTS: A QUICK GUIDE

EXHIBITION INFORMATION HANDOUTS:

As a service to our artists and audiences, MICA produces detailed, four-color exhibition information handouts for many exhibitions presented in our galleries. These handouts are made available to visitors free of charge during an exhibition’s run. Exhibition handouts are produced whenever we can obtain exhibition information by the publication deadline. We produce exhibition handouts for many of our annual and outside/curated exhibitions in Decker & Meyerhoff Galleries or installed elsewhere on campus, as well as for most solo & group exhibitions in Pinkard Gallery.

We do not produce handouts for departmental exhibitions or for annual/major exhibitions whose content is determined close to the exhibition opening date (for example, Faculty Exhibition, Juried Undergraduate Exhibition). We do not produce gallery handouts for student exhibitions. Juxtapositions, which offers general information about all exhibitions, and detailed information about the artists in graduate thesis exhibitions, is available in MICA galleries during each exhibition’s run.

HANDOUT FORMAT & CONTENT:

Exhibition handouts are produced as folded brochures in a standard size and format, with high-quality four-color reproduction. They range in length from single sheets to 8- or 12-page folded brochures. The number of pages in a handout will be determined by the content provided. Some guidelines do apply however: solo Pinkard Gallery exhibitions receive a single page (front/back), and major gallery exhibitions for a single artist generally will not exceed 6 pages, and those with multiple artists generally will not exceed 8-12 pages.

Artists or curators are responsible for providing all information in digital format by the deadline below. MS Word documents (PC format) are preferred for copy. All images should be jpeg or tiff files of at least 300 dpi at 5"x7" in size, and must be accompanied by captions. Note that all information provided for the gallery handout will also be adapted for use in MICA’s public event calendar and in press releases for the exhibition; there is no need to submit duplicate information for publicity purposes. Proof of the right to reproduce must be provided with all materials submitted for publication.

Content for the exhibition information handouts may include any or all of the following (required content is in bold type, all other content is optional—some artists choose to have just a brief bio and images; others use the exhibition handout as an opportunity to provide some critical perspective on the work so it will function more as an abbreviated exhibition catalog):

- Exhibition title, dates, opening reception, and artist/s name/s
- Bio/profile for each artist featured in the exhibition
- Image/s and caption/s (artwork images should be provided by each artist featured in the exhibition). Caption must include title of work and name of artist, media, dimensions, and date, as well as photo credit/collection information if applicable (if the rights to an image/photograph is not owned by the artist, a release/right to reproduce must be obtained prior to submitting these materials to MICA for publication; all fees for reproduction rights are the responsibility of the artist/curator)
- Artist’s statement, or a more personal essay from the artist that sheds light on the exhibition, the work, the artist
- Curator’s statement or an informal essay that sheds light on the exhibition, the artist
- Critical essay/s or more informal writing by others about the artist or artwork (permission to print/reprint must be obtained prior to submitting these materials to MICA for publication; all writers’ fees, as well as fees for the right to reproduce previously published essays, are the responsibility of the artist/curator)
- Copy describing the institution or program where the exhibition originated

CONTENT DEADLINES:

All exhibition information handouts for a single semester are produced at one time; therefore, the deadlines are the same for exhibitions occurring in August as for those that open in December. To assure that handouts are delivered before the opening of the first exhibition of the semester, artists and curators (as well as any writers they engage to contribute essays for the handouts) should provide all handout information by the deadline below as a courtesy to other exhibiting artists.

- **For Fall Exhibitions (August-December)** all content must be received no later than **June 1**
- **For Spring Semester Exhibitions (January-May)** all content must be received no later than **November 1**
- **For Summer Exhibitions (June/July)** all content must be received no later than **March 1**

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