

## Overview

All print materials related to the BFA Senior Exhibition must follow informational guidelines. These guidelines are to ensure that all materials convey a concise and consistent message to Museum constituents. Since any materials you print represent the Museum as well as Baylor University, you must follow these guidelines.

## Required Information

Promotional items are any items related to advertising and marketing the exhibition. This includes postcards, posters, flyers, and other similar items.

### Proper Museum Name

Martin Museum of Art, Baylor University

### Exhibition Title

BFA Senior Exhibition

### Physical Address

Martin Museum of Art at Baylor University  
Hooper-Schaefer Fine Arts Center  
60 Baylor Avenue,  
Waco Texas 76706

### Exhibition Dates

Confirm these online

### Museum Hours

Tuesday – Saturday  
10am – 5 pm (Last entry at 4 pm)  
Sunday  
1 pm – 5 pm (Last entry at 4 pm)  
*Closed Mondays, Baylor home football games,  
Baylor holidays, and between exhibitions.*

### Basic Museum Information

Admission and events are free and open to the public. Website:  
[martinmuseum.artsandsciences.baylor.edu](http://martinmuseum.artsandsciences.baylor.edu)

## Prohibited Information

Do not use the Martin Museum or Baylor University logo on any promotional materials.  
Do not use other student work on any promotional materials without permission.  
Do not use copyrighted material/images on any promotional materials without written permission.

## Approval Process

ALL print material proofs must be approved by Museum Director and professor of record before going to print or distribution.

Email proof to Museum Director for approval. Include professor of record on email for confirmation.

Once approved, you may go to print. The Museum is happy to print certain materials for you, as outlined in the BFA Guidebook.