

# B.A.S.E. GUIDEBOOK

BAYLOR ART STUDENT EXHIBITION

FOR ACCEPTED WORKS



Summer Lewis  
*Wave of Thought*, 2022

# My work was accepted! What's next?

Congratulations! Now that your work has been accepted to the **Baylor Art Student Exhibition (B.A.S.E.)**, you'll need to do a few things to prepare it for presentation in the Museum.

All works must be exhibition ready to be shown in the **Baylor Art Student Exhibition (B.A.S.E.)**. This means that it needs to be completed, dry, and have the appropriate mounting, framing, and/or materials to hang or display the work.

Depending on the type of work, there are standard practices in the Museum world that will allow you to present a polished, beautiful work of art for display in the Martin Museum of Art.

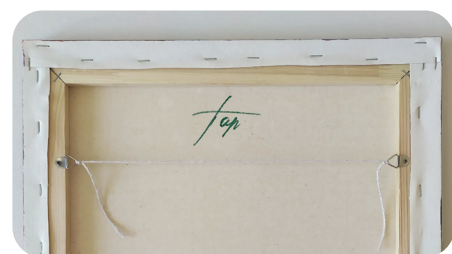
## All works...

- 1 MUST BE LABELED WITH:**
- Student name
  - Title of work

*A temporary tag may be attached to works for identification purposes. It will be removed for display.*



- 2 MUST SHOW ORIENTATION**
- Please label the top of your artwork to denote orientation.



## All works...

- 3 MUST NOT DEVIATE**
- Your work must be exactly the same as the images submitted for the jury process (except framing).
- No changes to size.
  - No changes to content.

*If the work deviates from the image provided, the Martin Museum reserves the right to decline entry to the exhibition.*



- 4 MUST REMAIN ON DISPLAY**
- Your work must remain on display for the entirety of the exhibition.

*Designated artwork pick up days will be published by the Museum.*



- 5 MUST BE COMPLETE**
- Your work will need to be clean, dry, and complete.



- 6 NOTE:**
- The Museum will NOT provide hanging materials for installation.

This includes, but is not limited to:

- Wire
- D Rings
- Dowels
- Framing
- Clear Acrylic/Plexi or Glass
- Stands
- Felt Pads
- Batteries



## Three-Dimensional Work

- 1 Works must be stable and able to stand on their own.



- 2 If work needs a stand, it must be provided.



- 3 Make sure any dust or debris is cleared from the work.



- 4 Place felt or cork pads on the bottom of work to provide stability and to keep the work from being damaged, or damaging the Museum's pedestals.

*Not applicable to Graphic Design.*



Cork pads



Felt pads

## Two-Dimensional Work

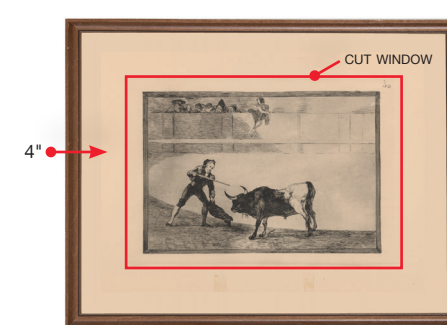
- 1 All works should be mounted in some form to be hung on the wall. This might be:
  - Affixed to black board
  - Mated
  - Mated and Framed



- 2 If you mat your work and chose not to frame it, be sure to affix all four sides of your mating. This ensures that when hung on the wall the work will not fall from the mating.



- 3 When mating your work, Museum standard is a 4 inch mat, and while this is preferred, it is not required. A minimum of 1 inch mat is required.

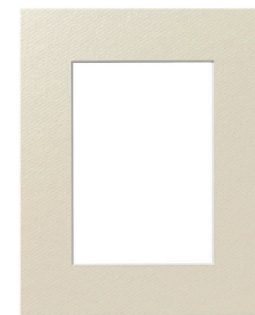


4 inch mat

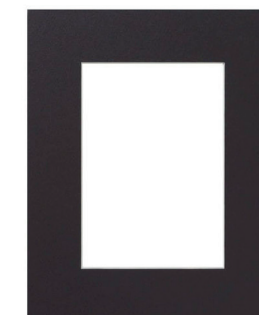


1 inch mat

- 4 Choose mating that is neutral. Try to match the color of your paper, if possible. This will allow the matting to "disappear" and not draw attention away from your work. Black matting is acceptable.



Neutral Matting - BEST



Black Matting - OK



Colored Matting - NO

## continued...

5

If you chose to frame your work, be sure to use an appropriate hanging method, such as:

- D Rings
- D Rings and Wire



6

Glass is acceptable, but Clear Acrylic/Plexi is preferred.



Glass glare



Plexi reduces glare

1

### FIBER ARTS

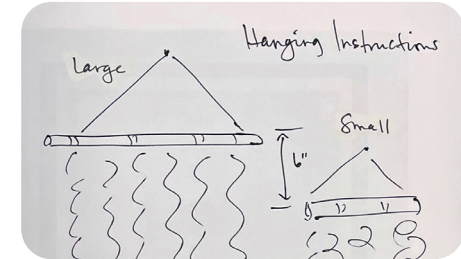
All works should include necessary materials if being hung.



2

### FIBER ARTS

Please be sure to give specific instructions for specialized hanging or display needs.



3

### PAINTING

Make sure your work is dry and your edges are clean and dry as well.

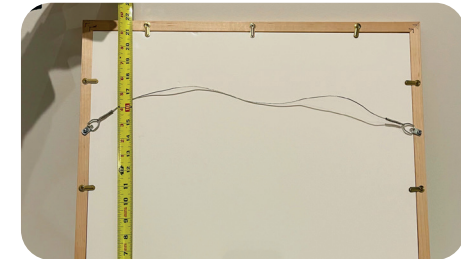


4

### PAINTING

Use an appropriate hanging method.

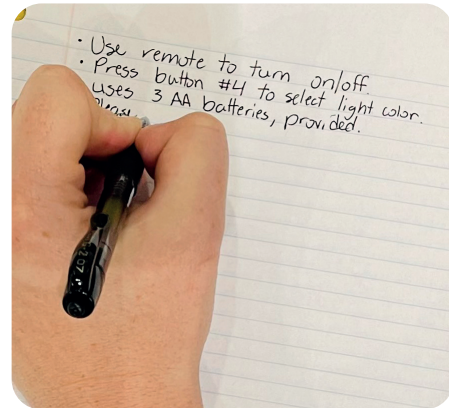
- D Rings
- D Rings and Wire



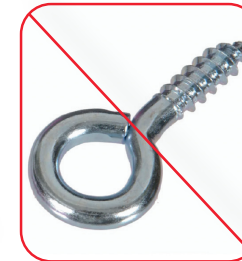
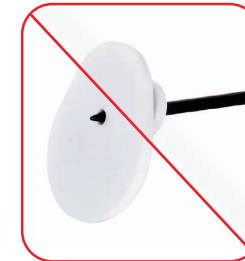
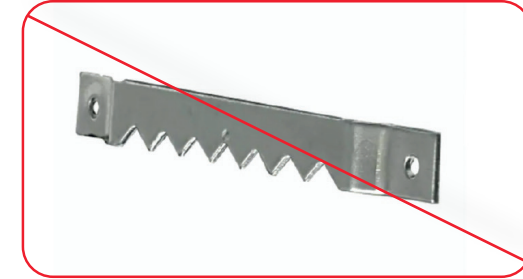


# Other Helpful Tips!

- 1 If your work requires an outlet, please provide written notification/instructions submitted with your artwork at drop-off.  
  
\*All works are unplugged when the Museum is closed.
- 2 If your work requires turning on/off, please provide operational instructions.



- 1 DO NOT use these hanging methods:  
  - Sawtooth hangers
  - Monkey Hooks
  - Dual-Headed Hangers
  - Screw Eyes
  - Command Hooks



- 2 DO NOT cover your work in Mylar.  
It causes very high glare when lit in the Museum.
- 3 DO NOT leave your work outside the Museum.  
The Martin Museum is not responsible for damage, loss, or theft of work outside the Museum.

# Don't do this...



# MARTIN MUSEUM of ART

MARTIN\_MUSEUM@BAYLOR.EDU  
254-710-6371