



ALYSSA
AMAND

THE BFA GUIDEBOOK

Graduating BFA students should use this guidebook as a resource for navigating deadlines, expectations and document due dates needed to showcase their final exhibition of work in the Martin Museum of Art.

MARTIN
MUSEUM of ART

 Baylor University
COLLEGE OF ARTS & SCIENCES
Department of Art & Art History

martinmuseum.artsandsciences.baylor.edu

Exhibition Contract

What is an exhibition contract?



A contract is intended to set forth an agreement or arrangement between the University and an outside party.

01

Legally Binding

A contract is a legally binding agreement consisting of promises to perform, and imposing duties on the parties to perform as promised. A party may be in breach of the contract if it fails to perform.

02

Formal Agreement

The Exhibition Contract is a formal and legal agreement between you, Baylor University, and the Martin Museum of Art. By signing, you are agreeing to provide, perform, and otherwise meet the obligations of that contract.

03

Know what you're agreeing to

It is always important to review and fully understand the requirements placed upon you in a contract, and know what you are agreeing to.

04

The Obligations

If you cannot meet these obligations, you may not be able to participate in the *BFA Senior Exhibition*.

CONTACT

Allison Chew, Director; Martin Museum of Art, Allison_Chew@baylor.edu

The first part (I) of your contract will include **BASIC DETAILS** of the exhibition, including the party (YOU) included in the contract, exhibition title, dates, and other information.

01

Contract Date

This is the date that your contract is created

02

Exhibition Title

BFA Senior Exhibition

03

Exhibitor/Artist

That's You!

04

Exhibition/Dates

The dates that the public can view your exhibition

STUDENT EXHIBITION CONTRACT	
CONTRACT DATE:	_____, 2022
I. EXHIBIT INFORMATION	
EXHIBITOR/ARTIST:	_____
EXHIBITION TITLE:	_____
EXHIBITION DATES:	_____
EXHIBITION DESCRIPTION:	_____

The second part (II) of your contract details all the **IMPORTANT DATES** you need to remember. This includes due dates for files and information, installation dates, and exhibition dates.

Important Dates

For specific dates related to your exhibition, please visit the BFA Information page at the Martin Museum of Art website.

II. IMPORTANT DATES
XXX – Contract Signature Due
XXX All digital files due
XXX - Students Install Exhibition (schedule of times TBA)
XXX - Exhibition Opens 10 am
XXX- Exhibition Closes
XXX- Uninstall and pick-up work. Artwork must be removed from Museum no later than XXX.



The third part (III) of your contract will explain what the MUSEUM WILL DO for your exhibition. This section includes information about insurance coverage, supplies/materials, sales, security provided, etc.

What the museum provides for you...

III. BAYLOR RESPONSIBILITIES

A. SELECTION OF WORK
In accordance with its mission, Baylor University and the Martin Museum of Art reserve the right to determine whether artwork is appropriate for public display at Baylor.

B. INSURANCE/SECURITY:
Baylor University will insure the items in the Exhibition at the agreed upon consignment value between the insured and the owner, while they are in the University's care, custody or control according to the terms and conditions of its Fine Arts Insurance policy. Any loss is covered on a replacement cost or functional "like, kind, and quality" replacement value.

If the items remain past the date required removal noted above, the University is not liable for any damage, loss or theft of the work.

The Martin Museum is rated moderate to high security and features a computerized alarm system with 24 hr security camera monitoring, LED track lighting (no natural light), and an attendant or gallery guard on duty during open hours.

C. PUBLICITY/REPRODUCTION:
Baylor University reserves the right to photograph exhibited works individually and as installed and to reproduce such images for Baylor University publications for the purposes of publicity and education connected with any exhibition.

Insurance Coverage

- The Museum provides insurance coverage for your artwork via a policy from Baylor University.
- Any loss is covered on a replacement cost or functional like, kind and quality replacement.
- Coverage is provided under this policy for property on consignment/loan at the consignment value agreed upon (the value you assign in your inventory that we accept) between the insured (That's Baylor and the Martin) and owner (that's you).
- Coverage is terminated outside the contractual dates of drop-off and pick-up of artwork per the contract. (If you leave your work past the pick-up date, it will not be covered by insurance if something happens to it.)

Assigning Value to Your Work

There are an infinite number of ways to arrive at a dollar value for your artwork. Consider the following as you assign values for insurance or retail prices.

- The cost of the materials used to make the work: paint, canvas, ink, paper, framing supplies, specialized tools...
- The amount of time you invested in creating the work. Consider using an hourly payment method. (10 hours of time at \$30/hr, for example)
- You can also use a "square inch" approach that charges a flat rate per square inch of work. (\$10 per sq. in.; 200 square inches, for example)

Supplies/Materials

- The Museum will provide basic materials to install your exhibition. (Nails, hammers, screws, drills, tape measures, levels, and marking tape.)
- The Museum will fabricate and print labels for all of your artwork, your artist statement, as well as a name label to hang above your work.
- Special needs will be negotiated through the installation proposal. (The Museum may be able to provide some specific materials, but you may be responsible for others)

Sales

- The Museum will allow work to be sold, but it must remain on display for the entirety of the exhibition. (Prospective buyer will be given your contact information to pursue sale of work).
- The Museum will not take any portion of the sale.
- The Museum will not negotiate sale of work for exhibitor/artist.
- The Museum will not communicate value of work to prospective buyer.
- The Museum will not take any monies for the sale of work to be transferred to exhibitor/artist (that's you).

Security

- The Museum provides security for all exhibitions through:
 - 24-hour security camera monitoring.
 - Gallery attendants during public hours.
 - Motion sensor alarm system used when Museum is closed.

Reproduction of Artwork

- The Museum will use images of your work individually and as installed for the purposes of publicity and advertising.

Exhibition Layout

- The Museum Director determines the layout of the exhibition.
- Layout is determined based on number and scale of works submitted in inventories, and exhibition installation proposals.

Online Exhibition

- The Museum will host an digital version of your exhibition in conjunction with the in-person exhibition.

The fourth part (IV) of your contract details everything that will be YOUR RESPONSIBILITY. This includes sharing of information, installation, and so on.

What you agree to...

Work Selection

- This section outlines the system of minimum and maximum works you are required to submit for exhibition in order to graduate. This system is 7 works minimum, 10 works maximum. Graphic Designers will submit an additional portfolio.

IV. STUDENT RESPONSIBILITIES

A. WORK SELECTION

Work(s) displayed must be from the Student's major area of study and must have been created during the Student's junior and/or senior year(s). A maximum of seven to ten (7 to 10) works will be displayed, depending on space availability. Graphic Designers must submit a portfolio with 7 to 10 works represented.

Transportation Section: Getting Your Work to Us

- This section outlines how and when you will get your work to the Museum. With some exhibitions, this involves shipping work, but not in your case. Some contracts allow for stipends to cover shipping costs, but this does not apply to your exhibition, as you are creating the work down the hall!

There will be a deadline for having all work in the exhibition space as well as removing it. (This is in connection to insurance coverage and making sure you have plenty of time to install your work before the exhibition opens to the public.)

If work is left in the Museum outside these dates, it is not covered by the University, and the Museum is not liable for any damage, loss, or theft of the work.

B. SHIPPING:

Artwork must arrive at the Museum by: _____

Artwork must be removed from the Museum by: _____

SHIPPING ADDRESS:

Martin Museum of Art
Baylor University
60 Baylor Avenue
Waco, TX 76706

POSTAL ADDRESS

Martin Museum of Art
Baylor University
One Bear Place #97263
Waco, TX 76798-7263

Work must be shipped in sturdy, reusable cartons prepared at the exhibitor's expense.

Baylor will not pay for cartons or crate building.

- **Do not use loose "peanuts" packing material. Bagged "peanuts" are acceptable.**
- **Arrangements for delivery and return shipping are to be made by the exhibitor.**

The exhibited property may not be removed from Baylor University by the Artist during the noted Exhibition Dates without the written consent of the Director of Martin Museum of Art.

Exhibitor/Artist Checklist: Files You Agree to Submit

This section details all files and information that will be your responsibility, along with a deadline.

C. EXHIBITOR/ARTIST CHECKLIST

THE FOLLOWING ITEMS ARE DUE ON OR BEFORE THIS DATE: November 4, 2021

Please submit all items via the Martin Museum of Art website.

- High-resolution images of Exhibition pieces (for publicity and catalog).
- Brief Artist Statement (250-350 words) – Please consult with Student’s professor for guidance.
- Artwork Inventory Statement – Please use the Inventory Template and provide a complete inventory of work including title, medium, dimensions, year, *insurance value*, and price if work is for sale, otherwise indicate NFS in Excel document (template will be provided) Title of completed inventory should be last name_first initial_Preliminary (or Final) Inventory
- Pedestal Request
- Installation Proposal – requests for monitors, projectors, speakers, electric plugs, etc must be made by mid-term.

There will be a system of deadlines for all materials that you are required to submit. Check IMPORTANT DATES on Page 4 for deadlines. FILES INCLUDE:

- Inventory Spreadsheet
- Artist/Project Statement
- Installation Proposal (as needed)
- Promotional Materials (as needed)
- Digital Images
- Slide Sheet
- Pedestal Requests (as needed)

Installation Procedures

D. INSTALLATION

Student will install the exhibition piece, under the supervision of Museum staff. All work must be installation ready, including display stands, easels, plexi, mounting brackets, wire, velcro, hangers, etc. Assistance from third parties may be used to bring the piece into the Museum, but third parties may not stay in Museum. Students must wear proper footwear, including tennis shoes or boots. Sandals are not allowed. No food products are allowed in Museum.

Student will not mark on the walls of the Museum. All artwork/pedestals/materials installed need a minimum of thirty-six (36) inch clearance on all sides for federal ADA compliance. If the artwork prevents such clearance, the piece must be placed against the wall such that visitors may not walk behind.

- You will be required to install your own artwork, under the supervision of Museum staff.
- You may have help bringing your work into the Museum, but guests cannot stay in the space. (This is a security and insurance requirement)
- NO sandals. You need to wear tennis shoes, boots or closed toe shoes to protect your feet. A hammer to the toe is not pleasant. (Insurance requirement)
- **DO NOT** mark on the walls with pencil or pen. (Marks are hard to erase, cover or paint over. Use marking tape to mark spots for nails and screws.)
- All artwork/pedestals/materials in the Museum need a minimum of 36" clearance on all sides for federal ADA compliance. If you can't manage that, place them close enough to the wall or grouped so that visitors understand they are not to be walked behind or through.
- No food or food products in the Museum. Exceptions must be approved by the Director.

MORE INFO

All important BFA dates and additional information available online at martinmuseum.artsandsciences.baylor.edu

Sample BFA Contract

MARTIN
MUSEUM of ART

BFA SENIOR EXHIBITION CONTRACT

CONTRACT DATE: _____, 2022

I. EXHIBIT INFORMATION

EXHIBITOR/ARTIST: _____
EXHIBITION TITLE: _____
EXHIBITION DATES: _____
EXHIBITION DESCRIPTION: _____

II. IMPORTANT DATES

XXX - Contract Signature Due
XXX - All digital files due
XXX - Students Install Exhibition (schedule of times TBA)
XXX - Exhibition Opens 10 am
XXX - Exhibition Closes
XXX - Uninstall and pick-up work. Artwork must be removed from Museum no later than XXX.

III. BAYLOR RESPONSIBILITIES

A. SELECTION OF WORK
In accordance with its mission, Baylor University and the Martin Museum of Art reserve the right to determine whether artwork is appropriate for public display at Baylor.

B. INSURANCE/SECURITY
Baylor University will insure the items in the Exhibition at the agreed upon consignment value between the insured and the owner, while they are in the University's care, custody or control according to the terms and conditions of its Fine Arts Insurance policy. Any loss is covered on a replacement cost or functional "like, kind, and quality" replacement value.
If the items remain past the date required removal noted above, the University is not liable for any damage, loss or theft of the work.
The Martin Museum is rated moderate to high security and features a computerized alarm system with 24 hr security camera monitoring, LED track lighting (no natural light), and an attendant or gallery guard on duty during open hours.

C. PUBLICITY/REPRODUCTION
Baylor University reserves the right to photograph exhibited works individually and as installed and to reproduce such images for Baylor University publications for the purposes of publicity and education connected with any exhibition.
Baylor University will formulate a press release for distribution to the university newspaper, the local newspaper, one or more local network television, and one or more local radio stations.

Page 1 of 4

MARTIN
MUSEUM of ART

Museum Director, which is dependent on duration proposals. Each exhibit will be given a small table, as planned by Graphic Design, but not limited to nails, hammers, drift, etc. The Museum will fabricate and install the work above the work.
The Museum will provide a sign for the exhibit using the Pedestal Sign-Up Sheet via the email provided with the in-person exhibition.

E. SALES
Baylor University will not retain any portion of, or a commission based on, the final sale. Baylor University will not negotiate the sale of any exhibited work and will not communicate any deemed value of the exhibited work to a prospective buyer. Individuals interested in the purchase of works in the Exhibition will be referred to exhibiting artist through the release of contact information. If artwork is sold, it must remain an exhibit for the entire duration of the Exhibition.

IV. STUDENT RESPONSIBILITIES

A. WORK SELECTION
Work(s) displayed must be from the Student's major area of study and must have been created during the Student's Junior and/or Senior year(s). A maximum of seven to ten (7 to 10) works will be displayed, depending on space availability. Graphic Designers must submit a portfolio with 7 to 10 works represented.

B. SHIPPING
Artwork must arrive at the Museum by: _____
Artwork must be removed from the Museum by: _____

SHIPPING ADDRESS:	POSTAL ADDRESS:
Martin Museum of Art Baylor University 60 Baylor Avenue Waco, TX 76798	Martin Museum of Art Baylor University One Bear Place #97263 Waco, TX 76798-7263

Work must be shipped in sturdy, reusable cartons prepared at the exhibitor's expense. Baylor will not pay for cartons or crate building.
• Do not use foam "peanuts" packing material. Rugged "strawmat" are acceptable.
• Arrangements for delivery and return shipping are to be made by the exhibitor.

The exhibited property may not be removed from Baylor University by the Artist during the noted Exhibition Dates without the written consent of the Director of Martin Museum of Art.

Page 2 of 4

C. EXHIBITOR/ARTIST CHECKLIST
THE FOLLOWING ITEMS ARE DUE ON OR BEFORE THE DATE OF EXHIBITION
Please submit all items via the Martin Museum of Art

- High resolution images of Exhibition pieces
- Brief Artist Statement (250-350 words) - PDF
- Artwork Inventory Statement - Please use including title, medium, dimensions, year, etc. Excel document templates will be provided
- Pedestal Request
- Installation Proposal - requests for monitoring

D. INSTALLATION
Student will install the exhibition piece, under the supervision of Museum staff. All work must be installation ready, including display stands, easels, shelving, mounting brackets, wire, velcro, hangers, etc. Assistance from third parties may be used to bring the piece into the Museum, but third parties may not stay in Museum. Students must wear proper footwear, including tennis shoes or boots. Sandals are not allowed. No food products are allowed in Museum.
Student will not mark on the walls of the Museum. All artwork/pedestals/materials installed need a minimum of thirty-six (36) inch clearance on all sides for federal ADA compliance. If the artwork prevents such clearance, the piece must be placed against the wall such that visitors may not walk behind.

V. EVALUATION/GRADING
Artwork is evaluated by faculty and assessed for SACS based on: (i) conceptual issues; (ii) use of the elements and principles of design; (iii) use of materials, application; (iv) technique; (v) quality of presentation and written artist's statement, as installed in the Martin Museum. The Student's professor, using the above listed criteria and evidence of ongoing inquiry and work during the semester, determines grading. Some concentrations may present work completed for a Capstone course and will also provide a representative portfolio of work.

Page 3 of 4

MARTIN
MUSEUM of ART

_____ agreement are acceptable to you, the _____
_____ the enclosed, self-addressed envelope.
_____ ing this contract.

Name: _____
Title: _____
Signature: _____
Date: _____

Agreed by Baylor University:

Nancy Brickhouse
Provost and Vice President

Attest: _____ Date: _____
Marcha J. Dackworth
Assistant Secretary

60 Baylor Avenue (physical address) One Bear Place #97263 Waco, TX 76798-7263
Phone: 254-730-4734 Fax: 254-730-3586 www.baylor.edu/martinmuseum

Page 4 of 4



"The BFA contract is often the first loan agreement Baylor students sign. It can be overwhelming, but we're here to help navigate this journey."

Allison Chew, Director



DocuSign

Baylor University utilizes DocuSign for contract execution via e-signature.

Baylor will send the contract out for signature via DocuSign to the party entering into a contract with the University. Upon signature by the second party, Baylor's signatory will sign the contract. A fully executed contract will be sent automatically to the second party signatory via DocuSign after all parties have signed the agreement.

Baylor University—Use of DocuSign for Electronic Signature of Contracts

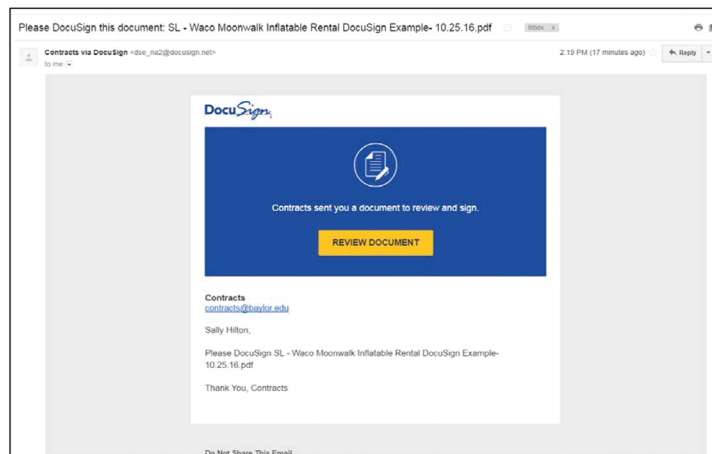
Baylor University utilizes DocuSign for contract execution via e-signature. Baylor will send the contract out for signature via DocuSign to the party entering into a contract with the University. Upon signature by the second party, Baylor's signatory will sign the contract. A fully executed contract will be sent automatically to the second party signatory via DocuSign after both parties have signed the agreement.

Below is a brief explanation of signing a contract through DocuSign.

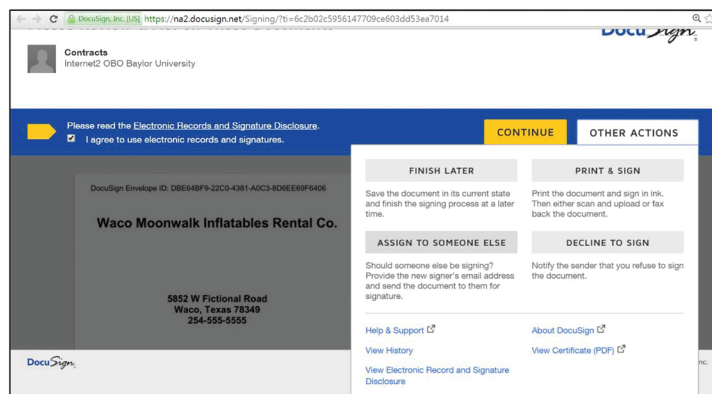
1. A signatory will receive an email from DocuSign requesting signature.



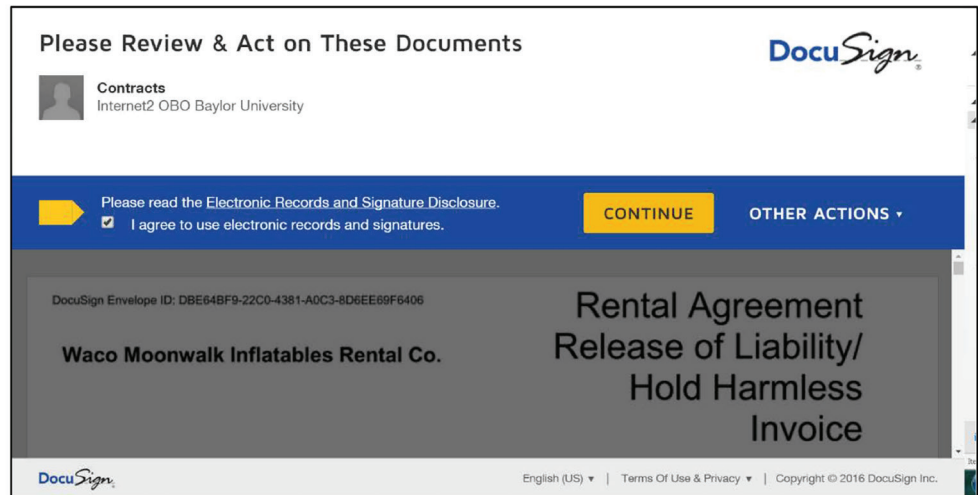
2. To review and sign the contract, click on the "Review Document" link in the message content.



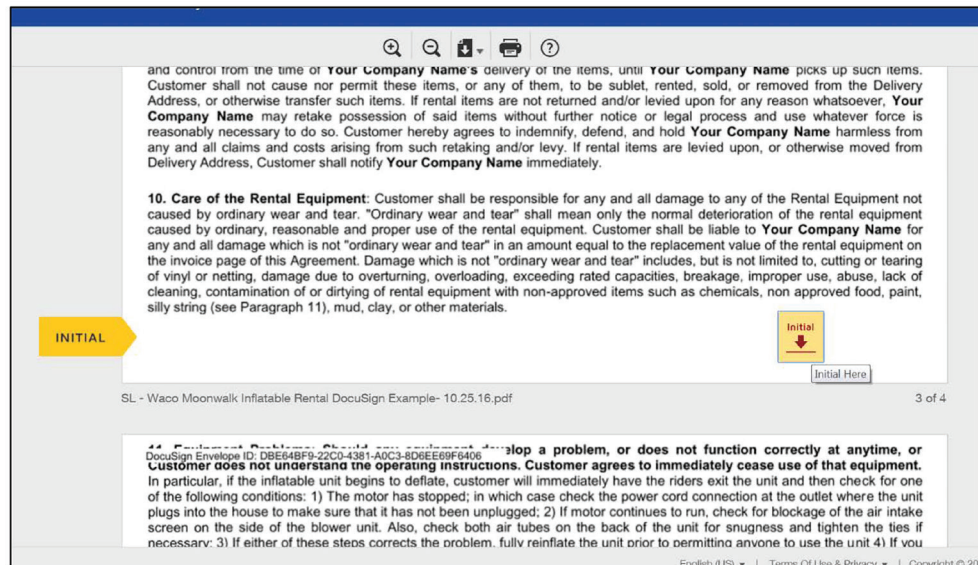
3. If someone else from the organization needs to sign the contract, click on "Assign to Someone Else" under "Other Actions."



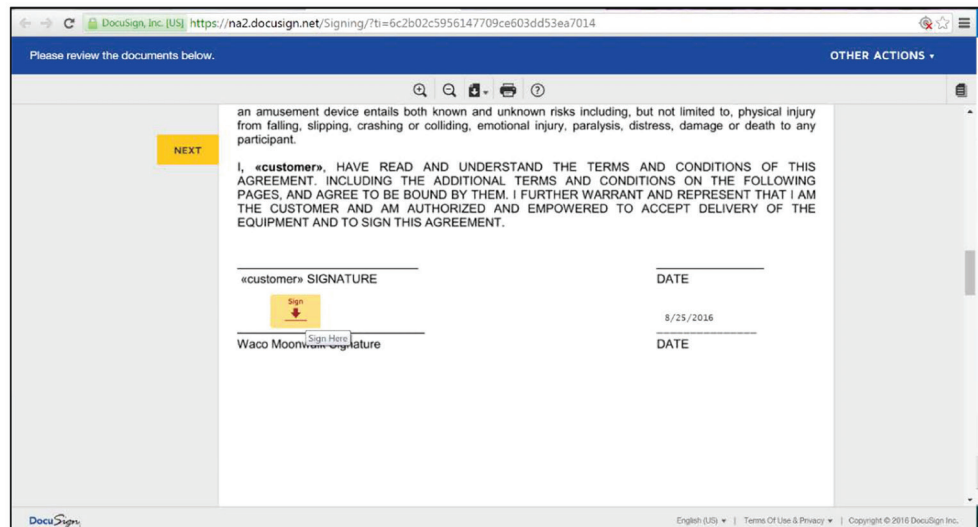
4. Check the box agreeing to use electronic records and signatures and click "Continue."



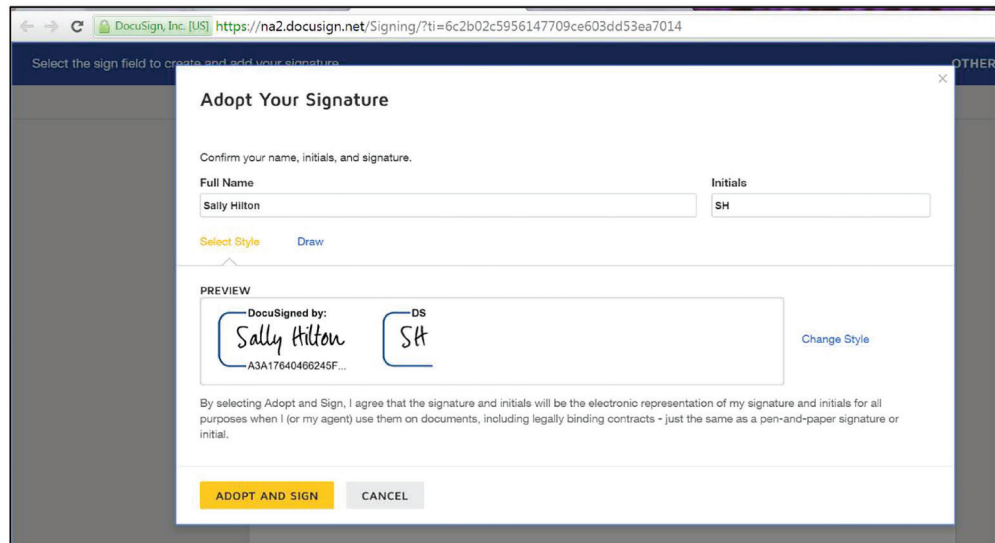
5. Review the contract and click on the "Initial" tabs to initial in any place requiring initials.



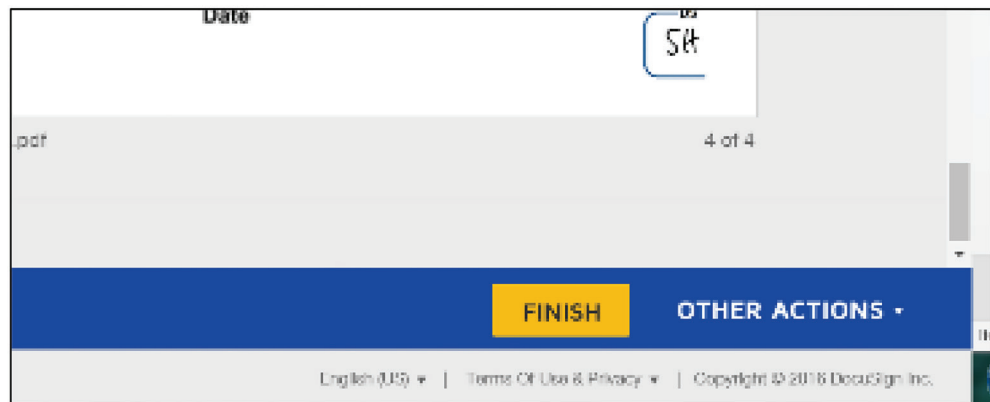
6. Click on the "Sign" tab to sign the contract.



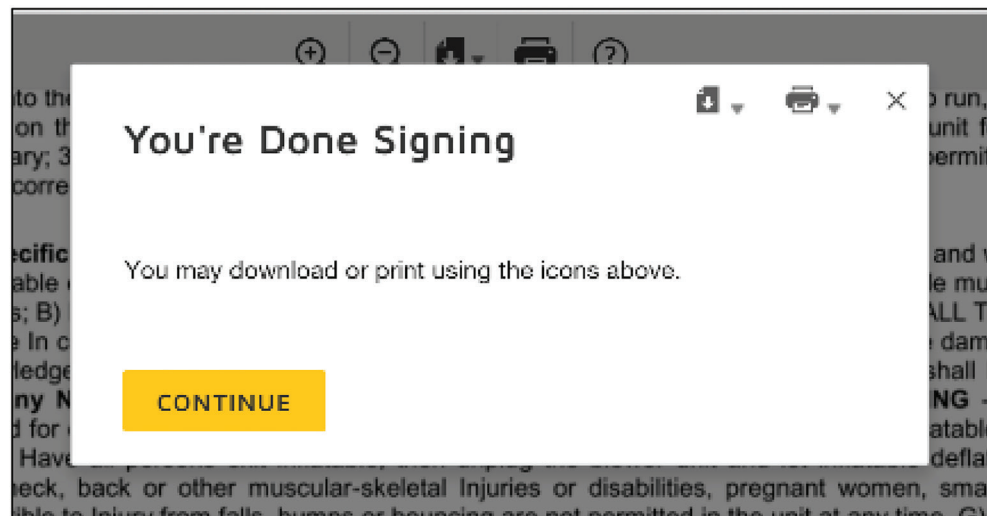
7. Adopt a signature style or draw a signature, then click “Adopt and Sign.”



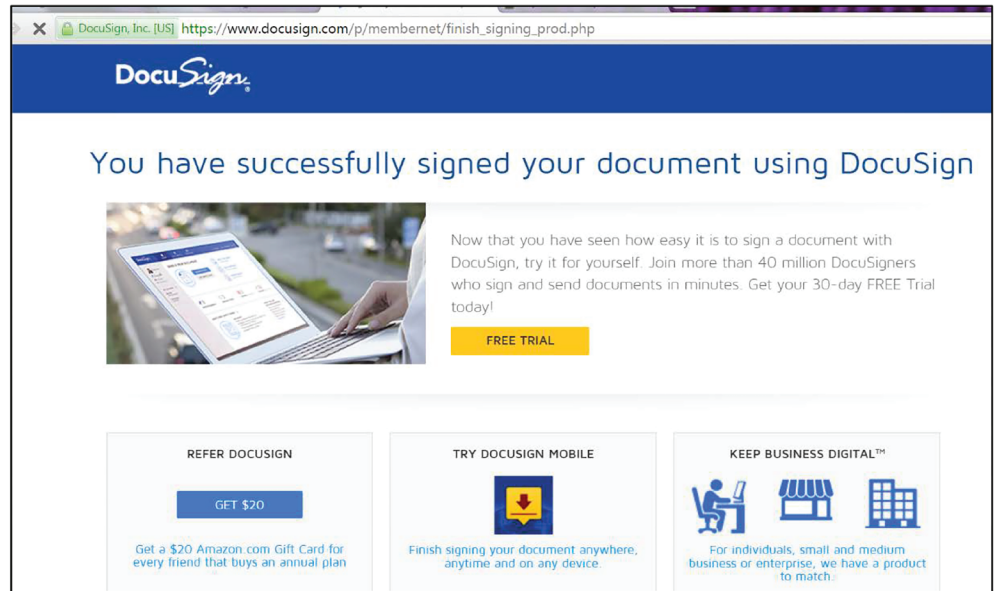
8. Click “Finish” when contract review and execution is complete.



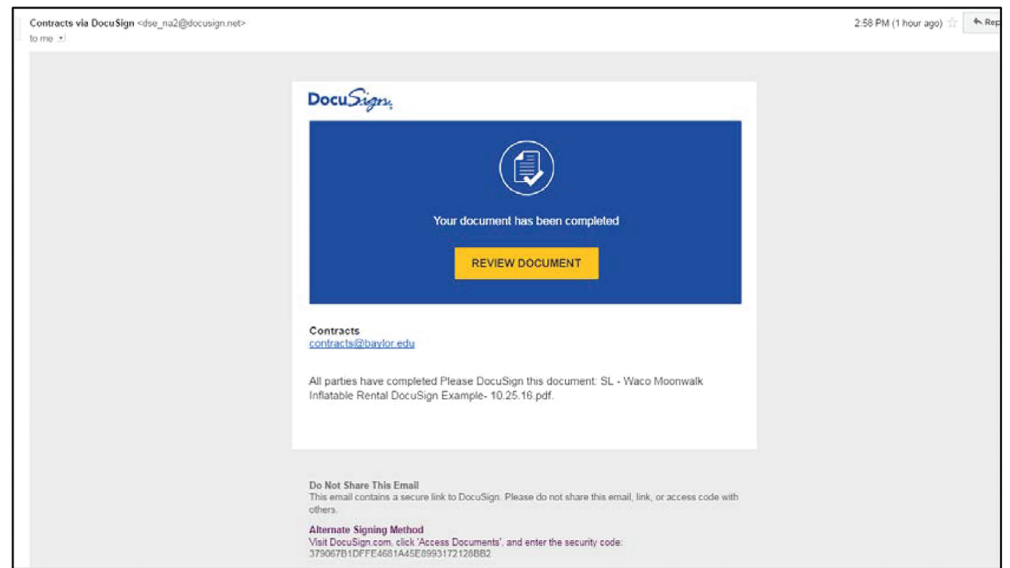
9. Click “Continue” when finished to exit the document.



10. After signing, this tab may be closed.



11. The contract will then automatically be sent to the Baylor signatory for signature. Upon signature by Baylor, the fully executed contract will be automatically sent to both parties via email. Click on the "Review Document" icon in the email to view the fully executed contract.

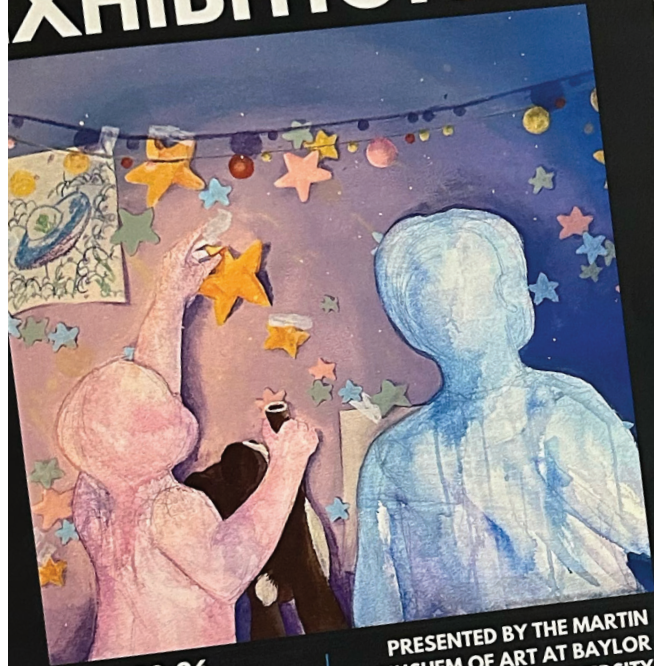


SAMPLE DOCS

These are Sample DocuSign pages. Signed via e-signature.

BFA SENIOR EXHIBITION
APRIL 20-26
RECEPTION APRIL 20TH, 5:30PM

BFA SENIOR EXHIBITION



PRESENTED BY THE MARTIN MUSEUM OF ART AT BAYLOR UNIVERSITY

APRIL 20-26
OPENING RECEPTION
APRIL 20 @ 5:30PM

OPEN TUES-SAT 10AM-5PM, SUN 1PM-5PM
LAST ENTRY AT 4PM
Closed Mondays, Baylor University holidays, Baylor home football games, and between exhibitions.

ADMISSION AND EVENTS ARE FREE AND OPEN TO THE PUBLIC.
WWW.MARTINMUSEUM.ARTSANDSCIENCES.BAYLOR.EDU

MARTIN MUSEUM OF ART AT BAYLOR UNIVERSITY
HOOPER-SHAEFER FINE ARTS CENTER 60 BAYLOR AVENUE
WACO, TEXAS 76706

Artwork: Bedroom Star Systems by Zara Montoy



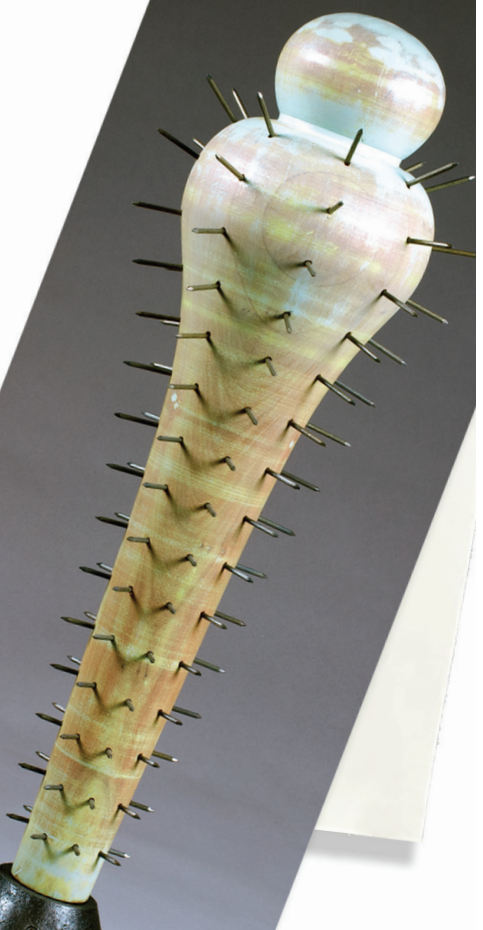
TOTEMENS

ELLIS BARBER

APRIL 20-26 2023
BFA SENIOR EXHIBITION

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

Hours:
Tues. - Sat. 10am - 5pm (Last Entry at 4pm)
Sun. 1pm - 5pm (Last Entry at 4pm)
Closed Mondays, Baylor home football games, Baylor holidays, and between exhibitions.
Admission and events are free and open to the public



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

HOURS: Tuesday-Friday 10am-5pm,
Saturday 10am-5pm, Sunday 1pm-5pm
(Last Entry at 4pm)
Closed Mondays, Baylor home football games,
Baylor holidays, and between exhibitions.
Admission and Events are Free and
Open to the Public.

Printing Guidelines

ALL PROMOTIONAL MATERIALS related to the BFA Senior Exhibition must follow informational guidelines.

These guidelines are to ensure that all print materials convey a concise and consistent message to Museum constitutes. Since any materials you print represent the Museum as well as Baylor University, you **MUST** follow these guidelines.

Promotional items are any items related to advertising and marketing the exhibition. This includes postcards, posters, flyers, postcards and any materials that promote, convey information or otherwise represent the exhibition and/or the Martin Museum.

Required Information

*The Following information **MUST** appear on any promotional item related to the exhibition.*

- **Proper Museum Name:** Martin Museum of Art at 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, TX 76706
- **Exhibition Dates:** Confirm these online
- **Museum Hours:**
Tuesday-Saturday 10AM - 5PM
Sunday 1PM - 5PM
(final guest admitted at 4:30PM)
Closed Mondays, Baylor home football games,
Baylor holidays & between exhibitions
- **Basic Museum Information:** Admission and events are free and open to the public.
www.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 PROMOTIONAL MATERIAL** proofs must be approved by Museum Director and professor of record before going to print or distribution.
 - Upload proof through BFA portal on the Martin Museum website to begin approval process.
- Once approved, you may go to print. The Museum is happy to print certain materials for you as outlined in the next section.

Promotional Materials

Printing Options

- Students have two options for generating posters for the *BFA Senior Exhibition*
 - Students can work individually to create a poster showcasing their own work.
 - Students can work as a group to create one poster to showcase the group as a whole.
- Students can design their own posters within set guidelines or utilize pre-designed templates available on the Martin Museum website.

Printing Guidelines and Templates available here!



- **NOTE:** If a group poster is created, all professors of record must approve the design before being printed.
- Large Poster, Tabloid Poster and Small Flyer templates available on the Martin Museum website. Please get approval for **ALL** promotional designs, even if using the provided templates.

Thank you!

Installing Printed Materials

- Once approved, contact Lisa Fehsenfeld in the Visual Resources Center (HSFAC 157) for display in the building.
- Ms. Fehsenfeld will hang your poster on the grey bulletin board opposite the vending machines up to ten (10) days prior to the opening of the *BFA Senior Exhibition*.
- **DO NOT** post on any walls, wooden doors, or glass doors in the building.

APPROVALS

ALL PROMOTIONAL DESIGNS MUST BE APPROVED BY YOUR PROFESSOR OF RECORD AND
THE MARTIN MUSEUM OF ART DIRECTOR, ALLISON CHEW.

Promotional Materials

The Martin Museum staff is happy to print sets of posters for all students wishing to make them, as well as group posters. What the Museum can print for you:

Students may choose ONE (1) 11" x 17" poster orientation and ONE (1) 5.5" x 8.5" flyer orientation for printing by the Martin Museum.

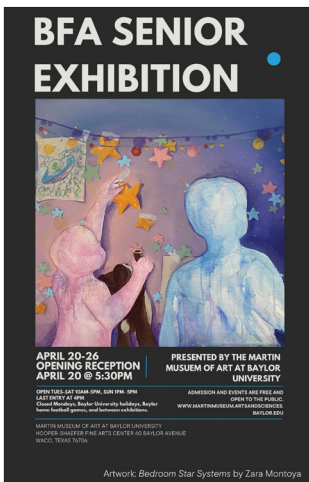


(Student Design)

Group Poster

The Martin Museum can print the following quantities for Group Poster Submissions:

- (2) 24" x 36" Posters
- (4) 11" x 17" Tabloid Poster
- (10) 5.5" x 8.5" Flyer



(Student Design)

Individual Posters & Flyers

The Martin Museum can print the following quantities for Individual Poster Submissions:

- (4) 11" x 17" Tabloid Poster
- (10) 5.5" x 8.5" Flyer



NOTE: Templates available on our website.



(Student Design)

Inventory

Your inventory list is an **ITEMIZED DESCRIPTION OF YOUR ARTWORK** and materials that will be on exhibition in the *BFA Senior Exhibition* at the Martin Museum of Art. This list will be used in many ways to facilitate the exhibition.

Insurance Coverage:

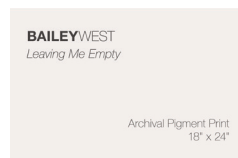
All inventories submitted will be used to compile a master list to provide coverage for your artwork. The master list will be confirmed by Baylor University's Risk Management Department, then sent to our Insurance Provider. The Insurance Provider will draft and implement a specific policy rider for this exhibition. This rider is the legal document that protects your work in the event of damage, loss, or theft while at the Museum. If you are not titling your work, please list descriptors in the title fields (i.e. Untitled 1, Untitled 2, etc./Untitled – Blue and grey field, etc.). **Do not leave any fields blank.** If it does not apply, enter "N/A."

- Graphic Designers should also list all equipment that will be used in installations. (i.e. monitors, laptops, etc.) These will need to be insured under the rider as well. Add them to the bottom of your inventory list, with a note that they are Equipment in the notes column.

Identification Labels:

The information provided in the Inventory is used to generate identification labels to hang beside your work. All works must be labeled. This is standard Museum practice, and also aids in the identification of work for insurance purposes. Your labels will be taken directly from your inventory, so please proof your document prior to submission. We will not have time to correct errors.

- **FILE FORMATTING:** Inventory lists should all be in Excel spreadsheet format. A template is provided for you on the Martin Museum website. Do not deviate from this template. The Insurance Provider requires this format. If you're working in Numbers, open the spreadsheet that you want to convert, then tap the More button. Tap Export. Choose a format for your spreadsheet. For example, to open your Numbers spreadsheet in Microsoft Excel, choose Excel.
- **FILE NAMING:** You must title your Excel file as:
Last name_first Initial_Inventory_semesteryearabbrviation. Example: Chew_A_Inventory_FA23
Do not deviate from this naming format. The Museum retains hundreds, if not thousands of similar files, so this format allows for easy search and location.



SAMPLE LABELS

Final label size: 3.5" wide by 2.5" high

Exhibition Layout:

The measurements listed for each work, along with an installation proposal (if submitted), are used to calculate linear and square feet needed for layout of the exhibition. These calculations are used to give each artist the most room possible in the Museum while considering the group as a whole.

Artist First Name	Artist Last Name	Title	Media	Dimension (Height)	Dimension (Width)	Dimension (Depth)	Creation Year	Insurance Value	Notes
Joe	Artist	Big Company Brand: Letterhead	stuff	11	8.5	0	2023	\$1.00	Part of Big Company Brand set; one label
Joe	Artist	Big Company Brand: Envelope	stuff	4	9	0	2023	\$1.00	Part of Big Company Brand set; one label
Joe	Artist	Big Company Brand: Business Card	stuff	1.5	3	0	2023	\$1.00	Part of Big Company Brand set; one label
Joe	Artist	Candle Company	stuff	4	4	4	2023	\$3.00	3 candles; all same size
First Name	Last Name	Untitled	media	X"	X"	X"		\$xxx	
First Name	Last Name	Untitled	media	X"	X"	X"		\$xxx	
First Name	Last Name	Untitled	media	X"	X"	X"		\$xxx	
First Name	Last Name	Untitled	media	X"	X"	X"		\$xxx	
First Name	Last Name	Untitled	media	X"	X"	X"		\$xxx	
First Name	Last Name	Untitled	media	X"	X"	X"		\$xxx	

NEW FIELD

Submitting your spreadsheet: Helpful Information

- Put your name on every line.
- Dimensions are for the image size, not paper size in Printmaking.
- It is not necessary to list framed dimensions. If you wish to include it in the Notes section.
- Make sure dimensions are in the correct location (i.e. height versus width).
- **DO NOT CHANGE** any information about your artwork once your inventory has been submitted.



***If you change the size of your work after you submit your inventory, it will affect the layout of the entire exhibition. The space you are given is determined by the dimensions you submit. You may not have adequate space if you produce work larger than your submitted inventory, or you may take away space from others if you claim dimensions that are larger than what you need.*

Graphic Designers: Please use a specialized Inventory Template

The specialized template should be used to accommodate items of different sizes, grouped items of the same sizes, and individual items for display. This allows Museum staff to appropriately fabricate labels for these items.



Section One: Collections of Items		E.G. Stationary/Branding sets, etc. (GROUPED ITEMS WITH DIFFERENT SIZES)						
Artist First Name	Artist Last Name	Collection Title	No. of Pieces	Media	Creation Year	Insurance Value		
Allison	Chew	Personal Identity Brand	3	Graphic Design	2023			
Piece Number	Piece Title	Dimension (Height)	Dimension (Width)	Dimension (Depth)				
Piece 1	Letterhead	11	8.5 x					
Piece 2	Envelope	4	9 x					
Piece 3	Business Card	1.5	4 x					
Piece 4								
Piece 5								
Artist First Name	Artist Last Name	Collection Title	No. of Pieces	Media	Creation Year	Insurance Value		
Allison	Chew	Local Dog Toy Company Set	3	Graphic Design	2023			
Piece Number	Piece Title	Dimension (Height)	Dimension (Width)	Dimension (Depth)				
Piece 1	Sqishy Ball Box	4	4	4				
Piece 2	Tug O' War Rope Box	6	6	7				
Piece 3	Yummy Bone Treat Box	5	7	3				
Piece 4								
Piece 5								
Artist First Name	Artist Last Name	Collection Title	No. of Pieces	Media	Creation Year	Insurance Value		
Piece Number	Piece Title	Dimension (Height)	Dimension (Width)	Dimension (Depth)				

Installation Proposals

The Installation Proposal serves as a specific request to hang work **BEYOND THE “STANDARD” METHOD** of hanging in the Museum. This form should be used for unusual requests that necessitate further review from Museum staff. (i.e. hanging materials from our ceiling support structure, large installation style hanging that may be affected by wall height, the need for electrical outlets, etc.)

Installation proposal guidelines must be downloaded and reviewed from the Martin Museum website at www.martinmuseum.artsandsciences.baylor.edu

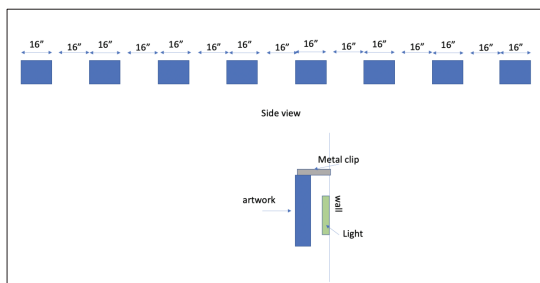


Standard Method

Standard method is hanging work 60" on center. You do not need an installation proposal for this. (See Page 27 for 60 on center installation instructions).

Installation Proposal Jane Smith

1. **Overall idea for special installation. (300 words or less)**
I would like to install 8 works of art with lighting behind each work. Each work will hang approximately 4 inches off the wall, and will use metal clips to install on wall. Each work should hang 16 inches apart, with no direct museum lighting. Each work is framed at 12" h x 16" w. Lights are battery operated, so no outlet needed. Lights must be turned on and off each day.
2. **Physical footprint needed for installation (linear and/or square footage)**
Each work is 12" h x 16" w. with 16" between works, and 8 works, total linear feet requested is a minimum of 20 ft, plus room for artist statement.
3. **All Equipment needed**
 - a. **What will student provide**
I will provide all equipment. Lights will be battery operated. I will also provide metal clips.
 - b. **What is requested of Museum**
No requests
 - c. **How will equipment be maintained**
I will provide batteries for lights, and will provide extra in case needed. I will also train staff on operation of lights.
4. **Possible safety hazards or ADA issues, and how they will be addressed.**
No safety issues. Lights are secure and LED. NO ADA issues.
5. **Sketches to accompany document**



6. **Prior approval of professor**

The Proposal: Required Info

1. Overall idea for special installation. (300 words or less)
2. Physical footprint needed for installation (linear and/or square footage)
3. All Equipment needed:
 - a. What will student provide
 - b. What is requested of Museum
 - c. How will equipment be maintained
4. Possible safety hazards or ADA issues, and how they will be addressed.
5. Sketches to accompany document
6. Prior approval of professor

Anything that deviates from a standard method of 60" on center, you will need to submit an installation proposal. See sample proposals on the next page:

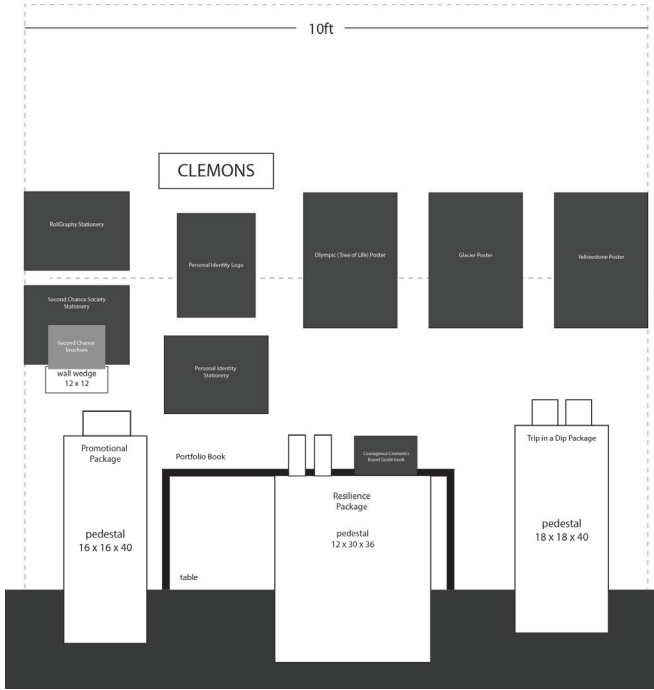


Sample Proposals:

Installation Proposal

I will have 24 framed images that are 16x12" displayed in Salon style. There will be multiple lights accompanying the images that will be connected to one unit. The lights will be attached to the wall using a type of adhesive (ie. Command strips). I will need one outlet for this plug. The lights will need to be unplugged/ plugged in the morning and evening.

I have attached an image of a downsized, yet proportionally accurate presentation of the installation.

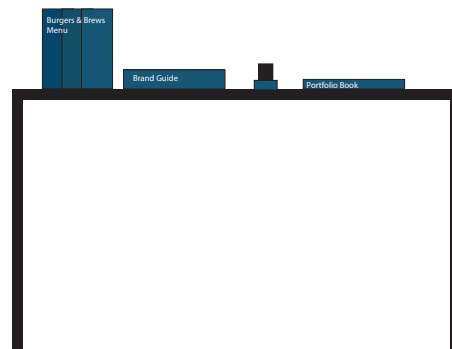


Identity Soles for Souls

Identity Personal

Connelly

Poster Soles for Souls



Pedestal Request

All pedestal requests will be processed by digital sign-up via the Martin Museum website link to a google doc. form.



- Pedestals are requested on a first-come, first-serve basis, with preference shown first to ceramics/sculpture students. Please be courteous to your fellow classmates.
- Graphic Designers may request up to two (2) pedestals for three-dimensional works, and may request two (2) wall-mounted wedges for three-dimensional works, as available.

If you have trouble visualizing different sizes of pedestals, schedule an appointment with museum staff. We can show you certain pedestals in the Museum to help you gain a sense of scale and size before you make your decision.

A screenshot of a Google Sheet titled "Martin Museum Pedestal Inventory". The sheet has a green header with the "MARTIN MUSEUM of ART" logo. Below the header is a table with columns for Pedestal Dimension WDH, Location, Available Y/N, Notes, Exhibition, and BFA Student/Name. The table lists various pedestal sizes and their availability. A yellow box on the right side of the sheet contains instructions for requesting pedestals.

Pedestal Dimension WDH	Location	Available Y/N	Notes	Exhibition	BFA Student/Name
12 x 12 x 48 h	MM	Y			
12 x 12 x 48 h	MM	Y			
12 x 12 x 24 h	MM	Y			
12 x 12 x 36 h	MM	Y			
16 x 16 x 40 h	MM	Y			
16x 16 x 40 h	MM	Y			
16x 16 x 24 h	MM	Y			
18 x 18 x 40 h	MM	Y			
18 x 18 x 40 h	MM	Y			
20 x 20 x 18 h	MM	Y			
20 x 41 x 40 h	MM	Y			
24 x 12 x 36 h	MM	Y			
30 w x 15 d x 30 h	MM	Y			
30 x 30 x 36 h	MM	Y			
Wall Wedges at Museum					
12 x 12	MM	Y			
12 x 12	MM	Y			
12 x 12	MM	Y			
12 x 12	MM	Y			

Instructions:
Please choose from the pedestals available at the museum (Location MM) first. The museum will have to order a delivery for any of the pedestals located at the Warehouse, so only sign up for pedestals from the Warehouse if there are none available of appropriate size located at the Museum.

To claim a pedestal, enter your first and last names in the column, BFA Student. Please be considerate of your classmates' needs when reserving pedestals. Do not sign up for a pedestal marked "N" in the Available column.

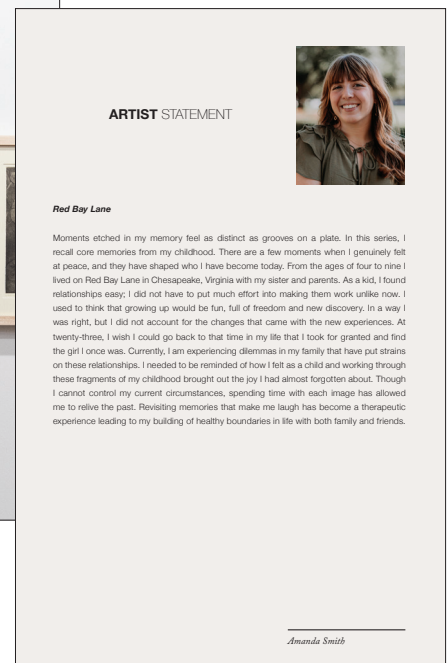
REQUEST IT

Pedestal request link is available on the martin museum website at www.martinmuseum.artsandsciences.baylor.edu

Artist Statement

An Artist or Project Statement is a written document that serves to provide further context to an artist's work, which offers viewers a deeper understanding.

- Statements should be no more than 400 words, and formatted as Word documents. Do not include special characters, hyperlinks, or other outside information without prior consent from Museum staff, third party, and/or professor of record. Any specialized information should be communicated clearly, so Museum staff can accommodate accordingly.
- Museum staff will format and design statements for installation in the Museum. All will be formatted to coordinate for a cohesive appearance. Statements are printed on special adhesive paper (final statement size 11" wide by 17" high).
- Museum staff can print QR codes separately (formatted like your object labels) to link to personal websites and/or portfolios if provided in advance and approved by Museum staff and professor of record.



Artist statements are uploaded via the martin museum website.

Link available at www.baylor.edu/martinmuseum/bfainfo

**Museum formats and prints statements*

Digital Images

Students will need to submit digital images of all artwork in your exhibition. These files will serve as records and will be made available in an online version of the exhibition through the Martin Museum website. You will need to submit the following:



Images: Headshot

Verticle orientation, from the shoulders up

- 900 x 675 pixels
- RGB or Grayscale
- 72 dpi, JPEG or PNG

**This portrait will be used online and in the museum on your artist statement.*



Images: Artwork

- 1-3 images of each artwork/project (full and/or side views).
**If providing only one view, provide front view.*
- Project Images: 1600 x 1600 pixels (1:1)
OR 1142 x 1600 pixels (5:7)
- RGB or Grayscale
- 72 dpi, JPEG or PNG

Bailey West | Photography

Artist Statement

"Where Truth Lies" is a collection of images exposing personal identity and where one places the truth about themselves. This series of work grew out of my experience placing value in things that ultimately left me unscrutinized and empty. This drove me to search for purpose in my life. Eventually, I found my purpose and identity in the gospel and what my heavenly Father says about me.

"Where Truth Lies" depicts the separation between unhealthy outlets of identity and the truth in which I now place value. The distinction between the two sides is conveyed through the use of color and the shifting in color palette, which creates this separation. The center image is where these color palettes converge. This demonstrates the confrontation of the two sides and ultimately the choice one has to make between the things of this world and something greater.

The subject in the images remains the same across the series to illustrate the generality of the scenes. This allows the viewer to find commonalities between their own life and the experiences of the subject in the work—not making it about who the subject is, or their specific struggles and successes. Although the scenes are inspired by my real-life struggles and personal faith, it is important that the viewers are able to relate to their own internal struggle of searching for purpose and identity. For viewers who do not have a personal faith, I wish to convey the freedom and purpose that Jesus has given me and provide hope into what that looks like. Further, asking the audience, what do we as individuals place truth, life, and identity in? And are these things fulfilling or harmful?



Each graduate will have a dedicated webpage showcasing artist statement, headshot and images of exhibition artwork and/or finished portfolio.

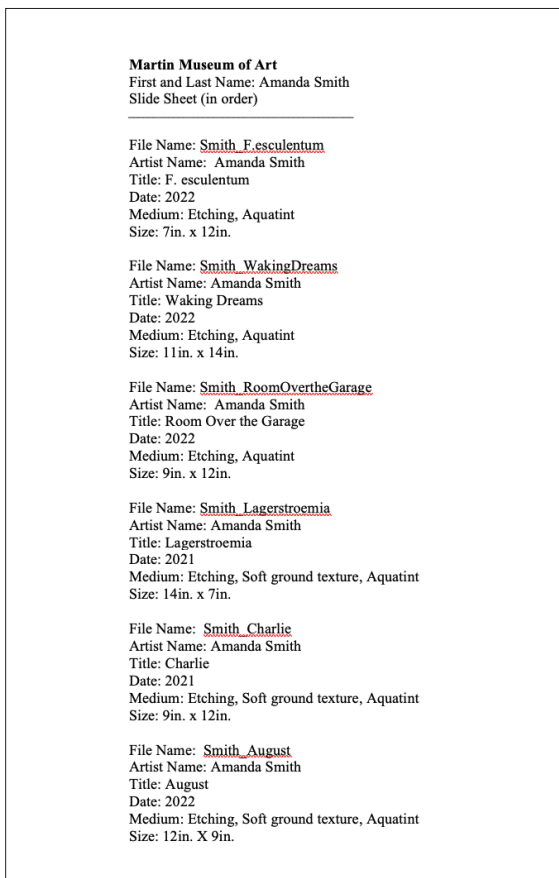
INCLUDE
ALL
PGS



Portfolio Book for Graphic Designers

- PDF of final portfolio book
- 50MB maximum

Upload your portfolio as a **complete PDF, arranged as you will be presenting it in the Museum for your final exhibition. This is in addition to individual images above.*



Slide Sheet

Use template provided on the Martin Museum website. List details in order:

- File Name
- Artist Name
- Title
- Date
- Medium
- Size

UPLOAD IT

*Images & slide sheets are uploaded via the martin museum website.
www.martinmuseum.artsandsciences.baylor.edu/faculty-and-students*

Installation Guidelines

Artwork Hanging

- All work must be installation-ready, including display stands, easels, wire, etc. All hanging apparatus should be attached before work enters Museum. Gluing, stapling, or otherwise putting together components of work should not be done in the Museum. The work should immediately be ready to hang when it enters the Museum.
- Students will hang their own work with assistance from Museum staff as needed.
- Museum staff will provide basic tools: hammers, drills, nails, screws, step ladders, and levels.
- Students must provide their own installation and framing materials: Plexi, mounting brackets, wire, hangers.
- **DO NOT MARK ON THE WALLS WITH A PENCIL** or other writing tool! Pencil marks are not acceptable. They are hard to erase, cover, and paint over. Use painter's tape to mark spots for hanging.
- Requests for monitors, projectors, speakers, electric plugs, etc., must be made via an Installation Proposal.
- Graphic Design students will have display space at approximately 10 feet, and the Museum will provide pedestals on a first-come, first-serve basis after sculpture & ceramic student assignment.



“The only way to understand painting is to go and look at it. And if out of a million visitors, there is even one to whom art means something, that is enough to justify museums.”

-Pierre-Auguste Renoir

See Page 22

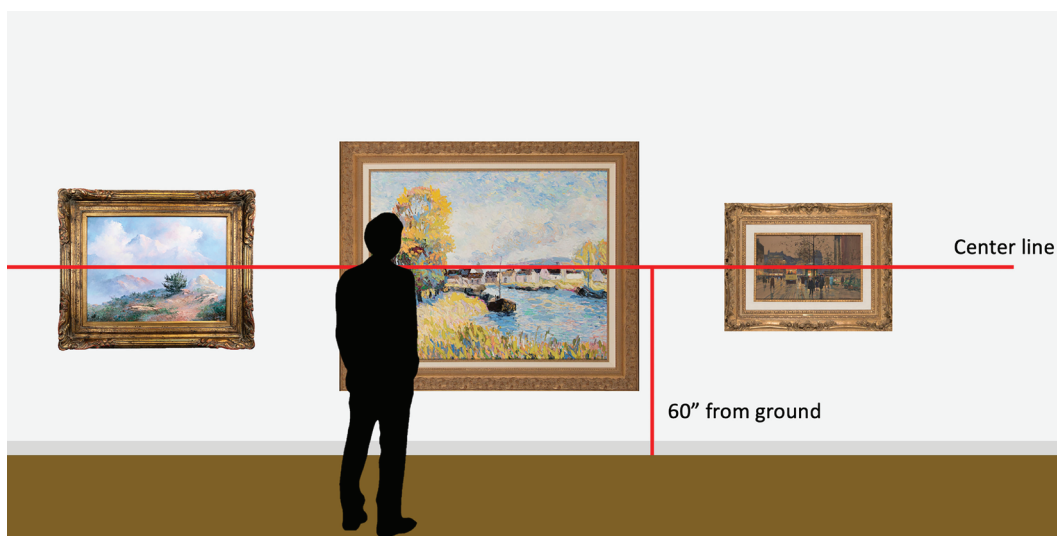


Safety

- Appropriate footwear is required for installation: **No flip-flops or sandals**. Wear tennis shoes or boots to protect your toes.
- **No visitors** during installation. Students may have help moving work into and out of the Museum, but friends/family are not allowed into the Museum until it is open to the public or otherwise arranged.
- **No food or food products** are allowed in the Museum. All design products must be sealed to “air-tight” levels.
- Students may use step stools but are not allowed on ladders. Museum staff can assist with hanging if ladders are needed.
- All pedestals require a minimum “path of travel” of 36 inches for ADA compliance.
- Students must hang all materials on existing pipe structures in Museum. Weight limit of 12 lbs. per individual piece/material to be hung.
- If you leave a guestbook for visitors to sign, you must leave **PENCILS** for signatures, **NO PENS**.

Hanging Methods: Standard Method

Standard hanging practice in the Martin Museum is “60 Inches on Center.” This means that the center of an artwork falls at 60” above the ground. This allows for works to be at a general “eye level” for visitors.



Installation Guidelines

Hanging Methods: Standard Method

DISTANCE BETWEEN WORKS

Spacing of your work depends on how much linear wall space you are allotted.

Standard practice is:

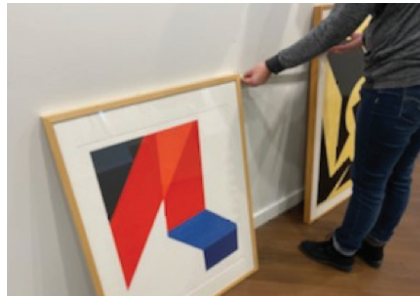
- 12" - 24" for small/medium works
- 24" - 36" for larger works
- Can be 8" - 12" if necessary.

Step-by-Step Guide:



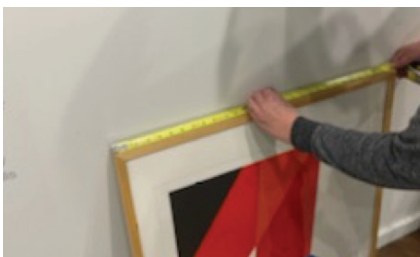
STEP 1

Lean your works against a wall in the order you wish to hang them.



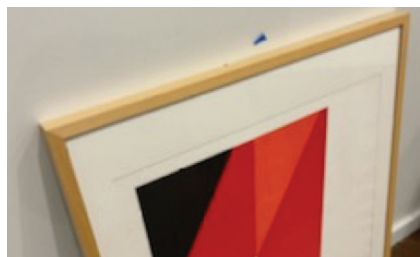
STEP 2

Use a tape measure to determine appropriate distance between all works, allowing for labels and artist statement.

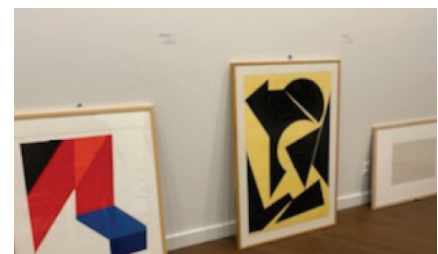


STEP 3

Find the center point of each work and mark with tape.



Now your work is ready for vertical measuring to find nail or screw placement.





In order to hang your work in the standard method, you will need:

TAPE MEASURE

LEVEL

BLUE PAINTERS TAPE

HAMMER/DRILL

NAILS/SCREWS

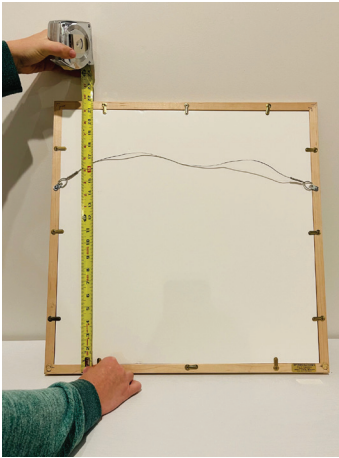
GATHER IT

Make sure you gather any special materials you may need beyond what is provided by the Martin Museum.

Installation Guidelines

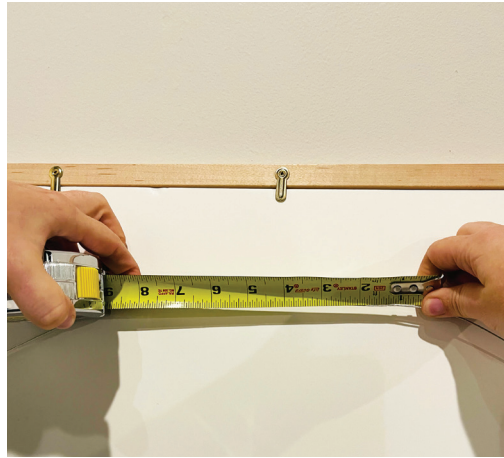
Hanging Methods: Wired Works

Step-by-Step Guide:



STEP 1

Determine the overall height of your work.



STEP 2

Determine the distance between the two nails that will hold your work on the wall.

- 8" – 12" for small works,
- 12" – 16" for medium, and
- 18" – 24" for large is usually sufficient.



STEP 3

While holding the wire taught at the correct distance, measure from the wire to the top of the work.

Write your measurements down as you work!

STEP 4

Divide the overall height of your work in half. Take that number and subtract the measurement from the wire to the top of the work. Add 60 to that answer. That is the height of your nails.

EXAMPLE MEASUREMENTS:

Overall Height: 20"

Distance between nails: 8"

Distance from wire to top of work: 4"

EXAMPLE MATH:

$$20" / 2 = 10"$$

$$10" - 4" = 6"$$

$$6" + 60" = 66"$$

Nails 8" apart, 66" from the ground

Write your measurements down as you work!



STEP 5

Measure up to the determined spot for your nails. This will be the center point. You have already marked center from arranging your work.



STEP 6

Use a level to get a straight line between points for nails. Use the level placed at the middle point, and mark equal distance from center point.

EXAMPLE: if nails are 8" apart, place level at tape on the 4" mark. Place marking tape at 0" and 8".



STEP 7A

Place nails...



STEP 7B

and hang artwork!

Installation Guidelines

Hanging Methods: Basic Salon Style

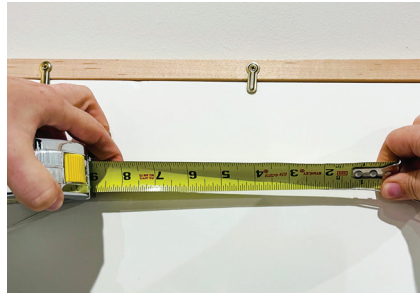
Step-by-Step Guide:

The term “salon” refers to the method of hanging where works of art are stacked on top of each other. In the standard setup, two works are used, and are centered vertically, with four to six inches of space between the works.



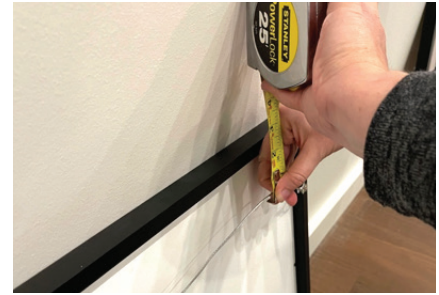
STEP 1

Measure the width of your larger work, to determine center point. Mark appropriate spot on wall.



STEP 2

Measure the distance between nails across wire, or D-rings.



STEP 3

Measure distance from wire to top of artwork.



STEP 4

Subtract the distance from the wire to top of painting from 60". Subtract another 2" - 3" to accommodate space between works. Measure up the wall aligned with center point.



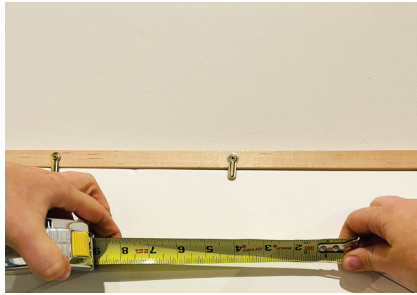
STEP 5

Use a level to make the appropriate distance between nail from center point.

EXAMPLE MEASUREMENTS:

Wire to top of Painting = 4"
 $60" - 4" = 56"$
 $56" - 2"$ for spacing
(will be 4" of total spacing in the end) = 54" nail height

Write your measurements down as you work!



STEP 6

Measure distance between nails on top work of art.



STEP 7

Measure distance from wire to top of painting. Subtract that from the total height of the work.



STEP 8

Add 60" to measurement from step seven. Add another 2"-3" to accommodate spacing between works. Measure up on wall from center point.

<p>EXAMPLE MEASUREMENTS: Total Height of work = 16" Wire to top of work = 4" $16" - 4" = 12"$</p>	<p>EXAMPLE MEASUREMENTS: $12" + 60" = 72"$ $72" + 2"$ for spacing between (is total of 4" between) = 74"</p>
--	--



STEP 9

Use level to mark distance between nails from center point.



STEP 10A

Hammer nails at marked points...



STEP 10B

and hang your works.

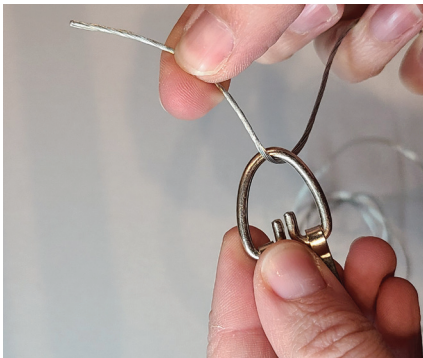
Write your measurements down as you work!

Installation Guidelines

Hanging Methods: Wiring your work

Step-by-Step Guide:

Wiring is not required to hang your work. You can hang from D-rings. However, it is easier to install and level if your work is wired. Please be sure to use braided hanging wire that is the appropriate weight bearing load for the weight of your work. Wire can be coated in plastic, but be sure that does not cause slippage.



STEP 1

Pull wire through from back of ring to front.



STEP 2

Cross end of wire behind length of wire.



STEP 3

Bring end of wire through front of ring to back.



STEP 4

Tighten loop. This knots the wire and ensures no slippage when the weight of the work is applied while hanging.



STEP 5

Bring end of wire around knot to begin wrapping process.



STEP 6

Wrap remaining wire around length to further ensure security.



Hanging Methods: Do Not Use

These are not to be used to hang your artwork



NO sawtooth hangers



NO monkey hooks



NO dual-headed hangers



NO screw eyes



NO command hooks

Installation Guidelines

Hanging Methods: D-Rings

Step-by-Step Guide:



STEP 1

Determine the overall height of your work.

STEP 2

Determine the distance between D-rings.

STEP 5

Measure up to the determined spot for your nails. This will be the center point.

EXAMPLE MEASUREMENTS:

Overall Height: 20"
Distance between rings: 15"
Distance from ring to top of work: 4"

EXAMPLE MATH:

$20" / 2" = 10"$
 $10" - 4" = 6"$
 $6" + 60" = 66"$
Nails 15" apart, 66" from the ground

STEP 6

Use a level to get a straight line between points for nails. Use the level placed at the middle point, and mark equal distance from center point.

STEP 3

Determine the distance from the D-ring to the top of the work. Check that both rings are the same distance.

STEP 4

Divide the overall height of your work in half. Take that number and subtract the measurement from the D-ring to the top of the work. Add 60 to that answer. That is the height of your nails.

EXAMPLE: If nails are 8" apart, place level at tape on the 4" mark. Place marking tape at 0" and 8"

STEP 7

Place nails, and hang work.

Write your measurements down as you work!

Installation Guidelines

Installing D-Rings on your work

Step-by-Step Guide:

01

D-rings should be installed approximately 1/3 of the way down the work/frame.



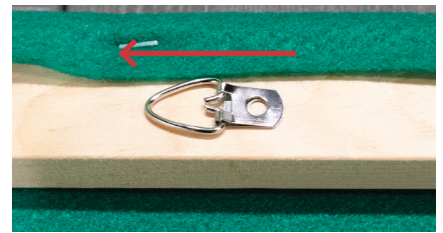
02

D-rings should be centered on the frame/stretchers.



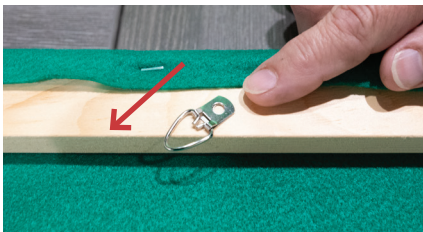
03

If you are going to hang the work from the D-ring itself, install them vertically.



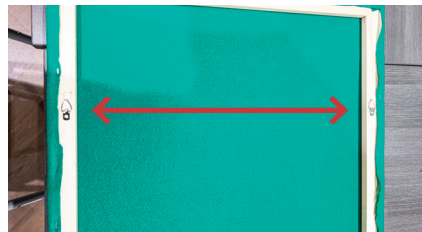
04

If you will wire the D-rings, install them at a slight inward angle, or loose enough that they can shift when hung



05

Make sure both D-Rings are the same distance from the top of your work for easier leveling when hanging



06

If possible, drill a pilot hole where your screw will be. This will help prevent splitting and splintering of material



07

Make sure your screws are not too long. If they are, they will come through the front of your work/frame!



Installation Guidelines

Hanging Methods: Graphic Design Works

Step-by-Step Guide:



STEP 1

Determine the height of your work and divide by 2.



STEP 2

Take your answer and add 60". This will be where the top of your work rests on the wall.



STEP 3

Measure and mark the determined height. Use a level to mark the other end.

EXAMPLE MEASUREMENTS:

Total Height of work = 12"

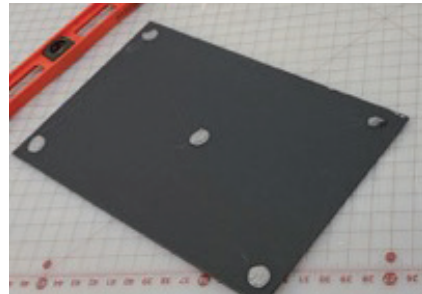
Divide height by 2 = 6"

60" + 6" = 66"



STEP 4

Using one of the Museum industrial glue guns, place a quarter-sized amount of glue in each corner of the back of the work. Also place one quarter-sized amount of glue in the center. For larger works, more glue may be used near center.



STEP 5

Wait roughly 10 seconds for the glue to begin setting, then position on the wall at marked height. Hold in place for 10-30 seconds until glue cools and fully sets.

WARNING: Be careful handling! Glue is hot and can burn, causing blisters!

Installation Guidelines

Hanging Methods: Wall Wedges

Step-by-Step Guide:

Larger objects: Top of wedge at 42"

Smaller objects: Top of wedge at 48"



STEP 1

Measure from floor up to 42" or 48" (depending upon display of Large or Small object).



STEP 2

Place piece of blue tape on wall, at the desired measurement (42" or 48"), and with a pencil, mark the center point onto the blue tape (which will be center-point of wall wedge). Also mark center point on the wall cleat.



STEP 3

Set each screw into the wall cleat enough to catch, do NOT go through the other side of the hole, at this time. Align wall cleat with centerline marked on your blue tape, center-point to center-point.



STEP 4

Using a small spirit level, screw wall cleat into the wall until fully set, and the wall cleat is firmly flush with the wall and level.



STEP 5

There should be no space between the back of the wall cleat and the wall, and it should be firmly in place, with no movement. If it is loose, that likely means the screws are not fully set.



STEP 6

Place wall wedge up and over the wall cleat, and carefully slide the wall wedge down until it is firmly seated on the wall cleat.

* Make sure wall cleat is installed with angled lip facing upward. This secures wedge to cleat.

Labeling Artwork

Acceptable methods to adhere labels

As a Museum, our mission is to educate the public, and one way we accomplish this is through labeling artwork. Identification labels provide context and a “breadcrumb trail” for viewers to access and interpret your work. The label provides an inroad to understanding the effort and energy you have put into creating your work and connecting to the viewer.

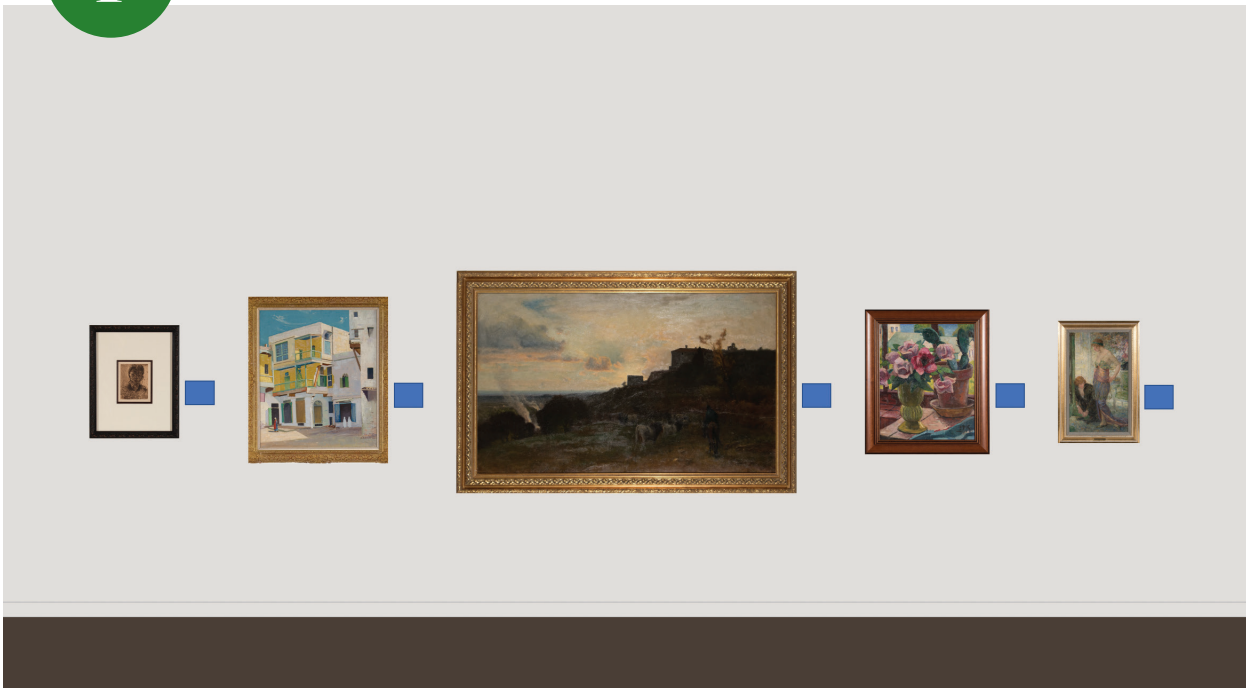
All works of art are required to be labeled for exhibition. You can choose from the following variations.

Final label size 3.5" wide by 2.5" high

OPTION 1

Standard

All labels to right of individual works, top at 60 inches.



Sample labels noted
as blue squares

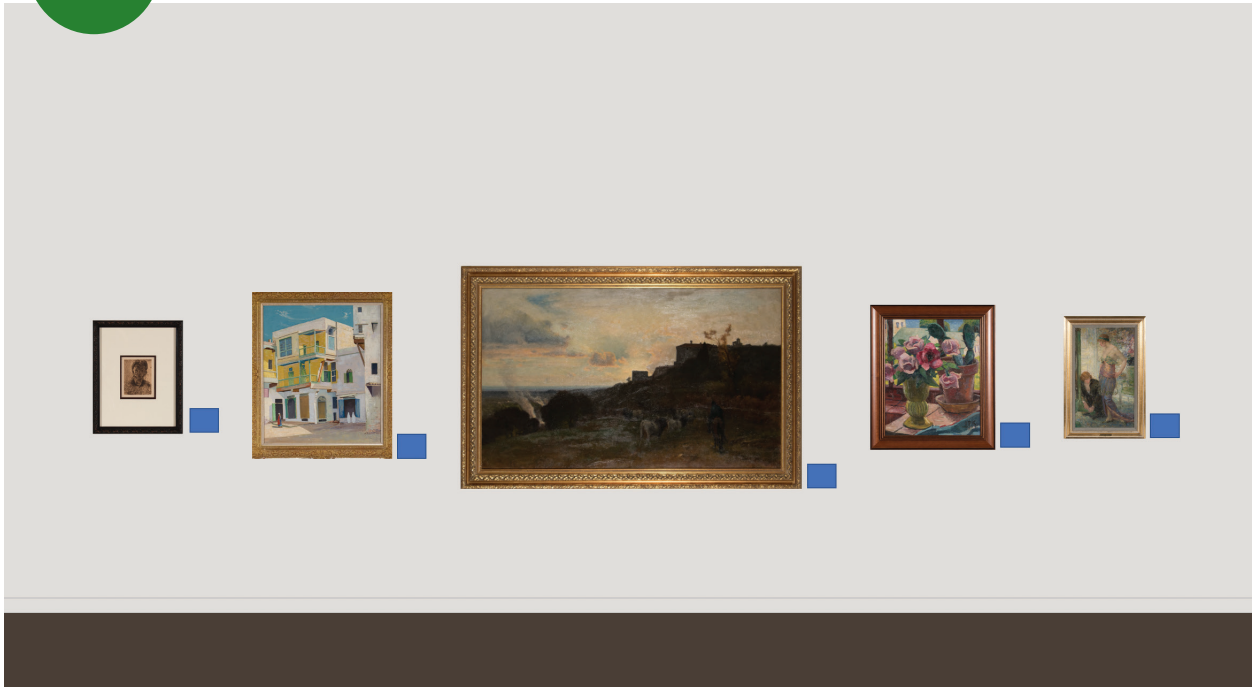
PLACEMENT

Note: All labels should be oriented to the right of artwork, unless the right side of artwork approaches corner, then label should be placed to left of work. Labels should be 1-2 inches away from artwork.

OPTION
2

Standard Lower Corner

All labels to right of individual works, bottom of label in line with bottom of work.

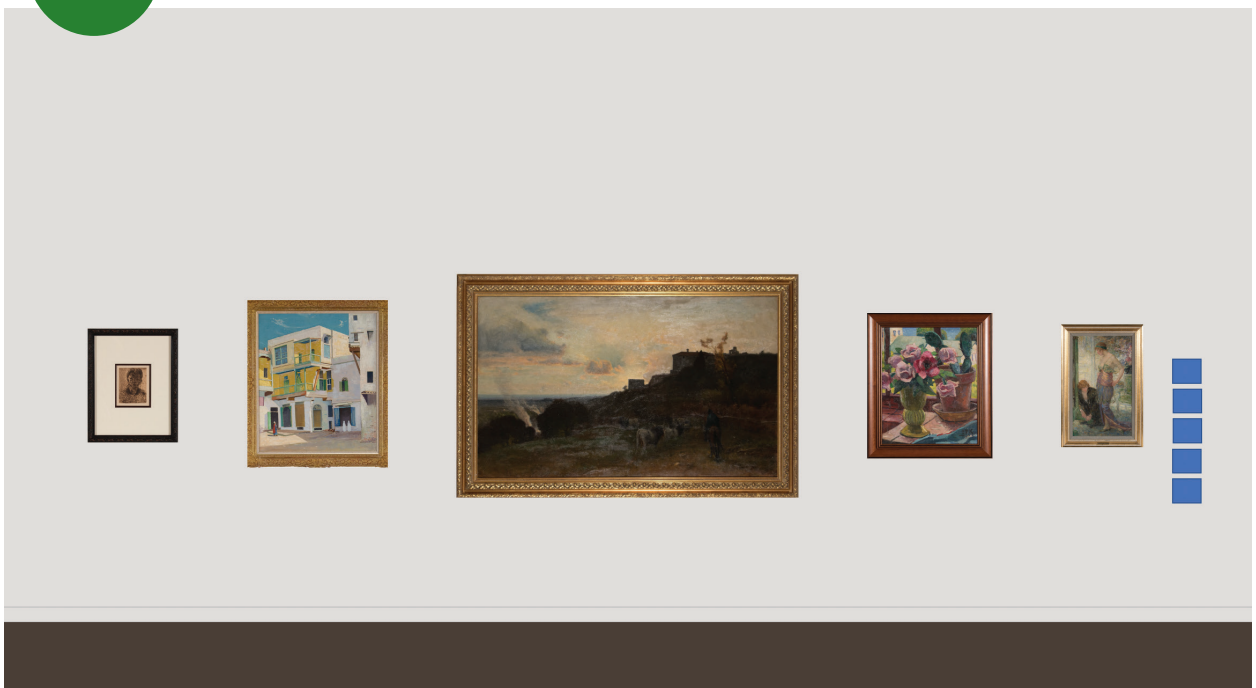


Sample labels noted as blue squares

OPTION
3

Standard Grouped or Tombstone

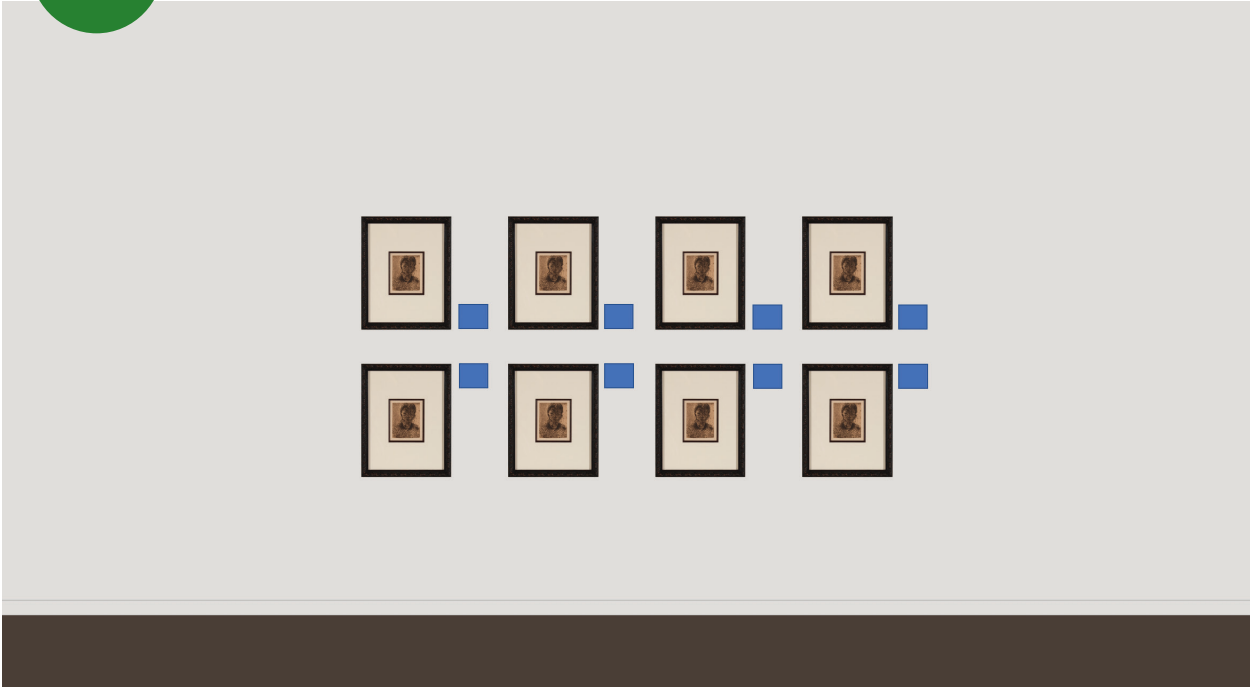
All labels grouped to right of far right work. Labels arranged left orientation to right orientation as descending.



OPTION
4

Salon Standard

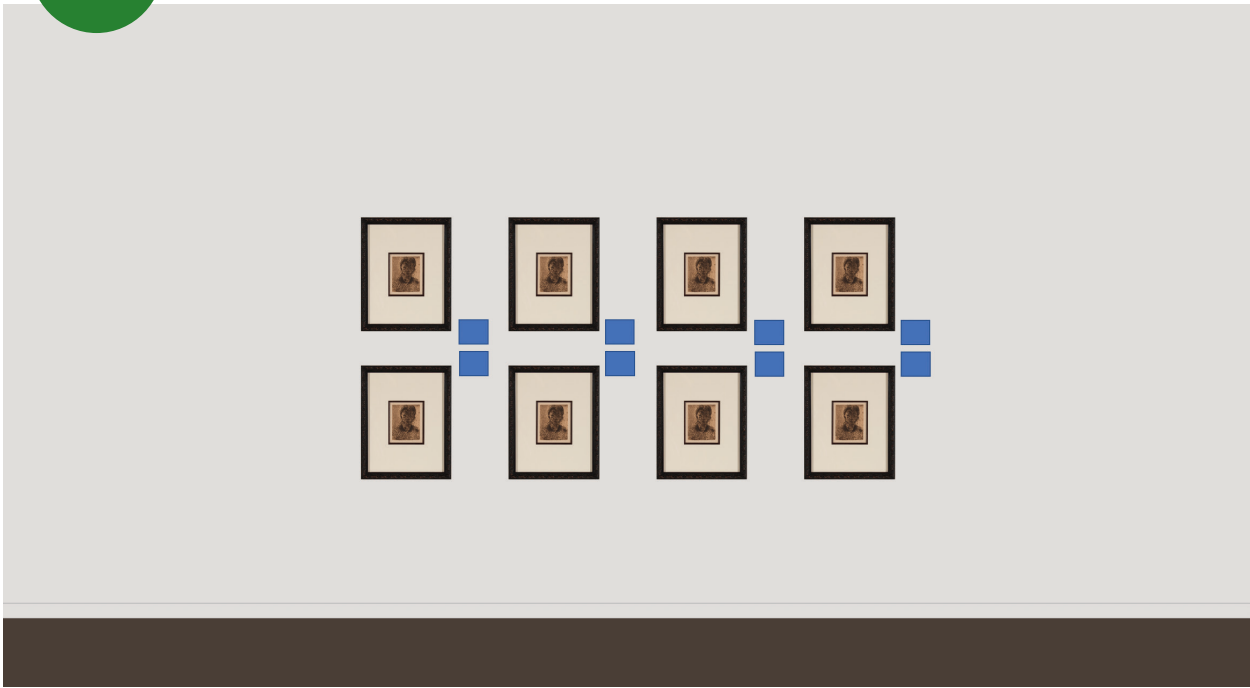
All labels to right of individual work. Top row bottom of labels in line with bottom of work, bottom row of labels top in line with top of work.



OPTION
5

Salon Centered

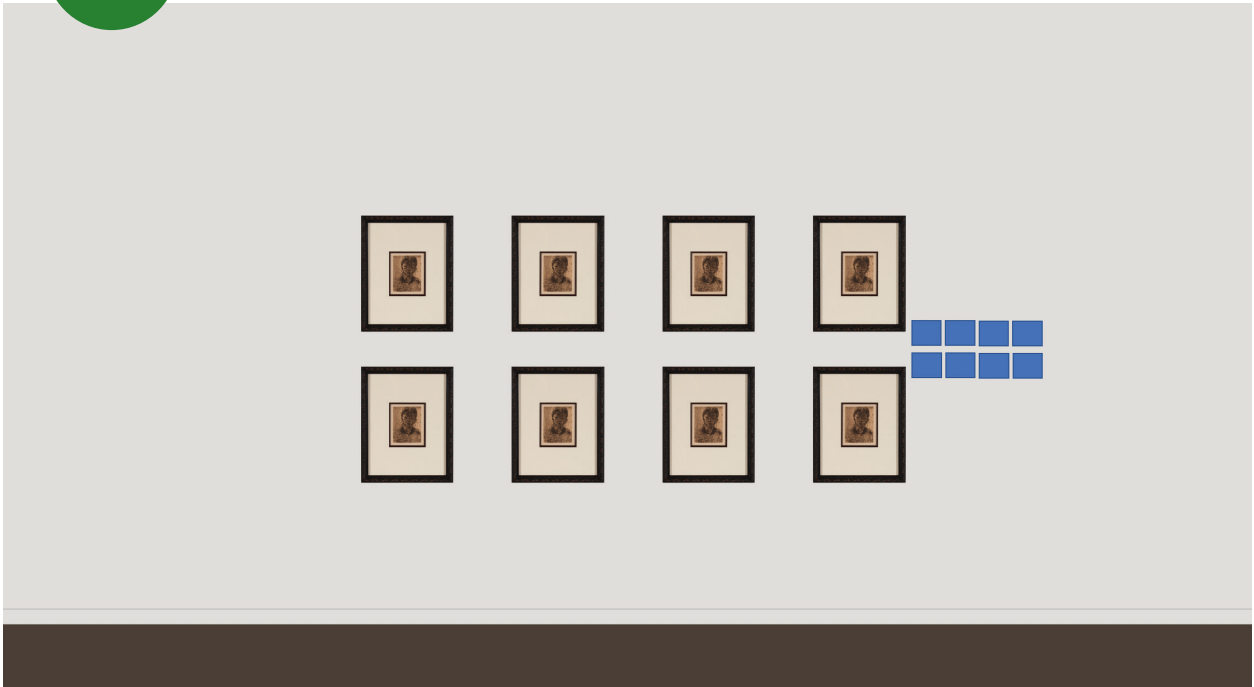
All labels to right of individual works. Top row bottom of labels at 60.5", bottom row top of labels at 59.5".



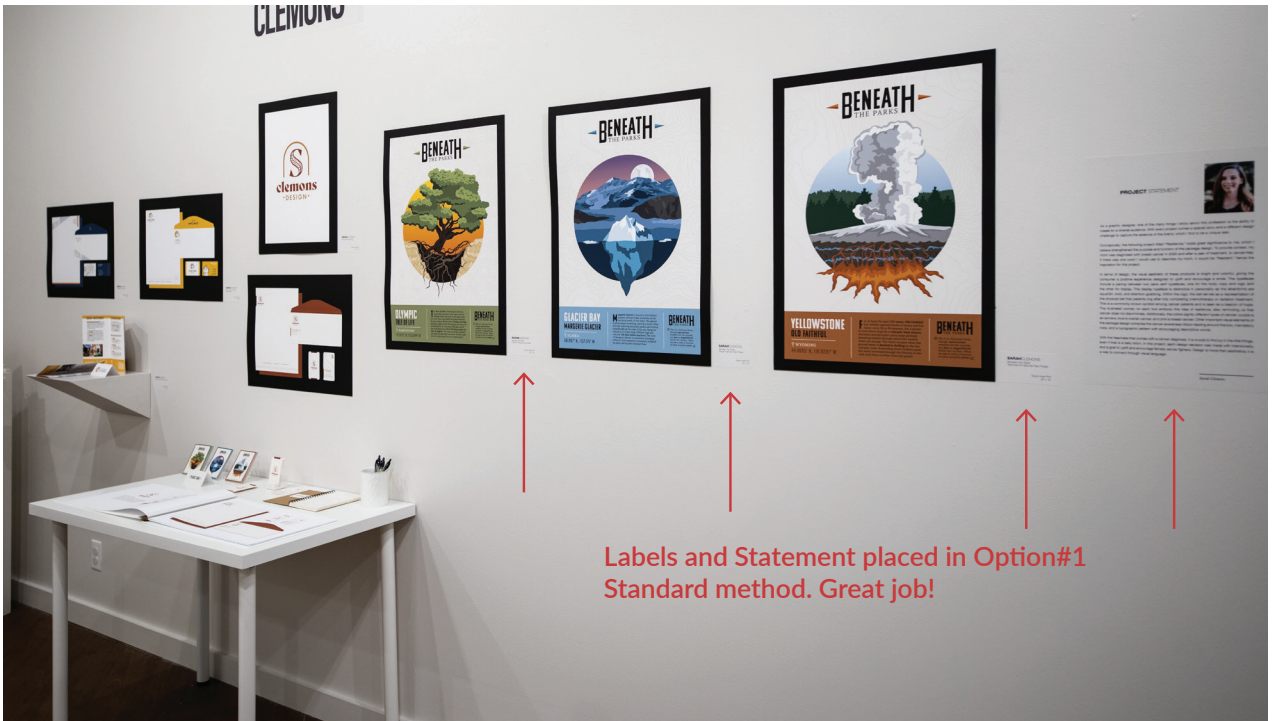
OPTION 6

Salon Grouped

All labels to right of group of works, arranged to mirror layout of works. Top row bottom of label at 60.5", bottom row top of labels at 59.5".



Sample Label Images



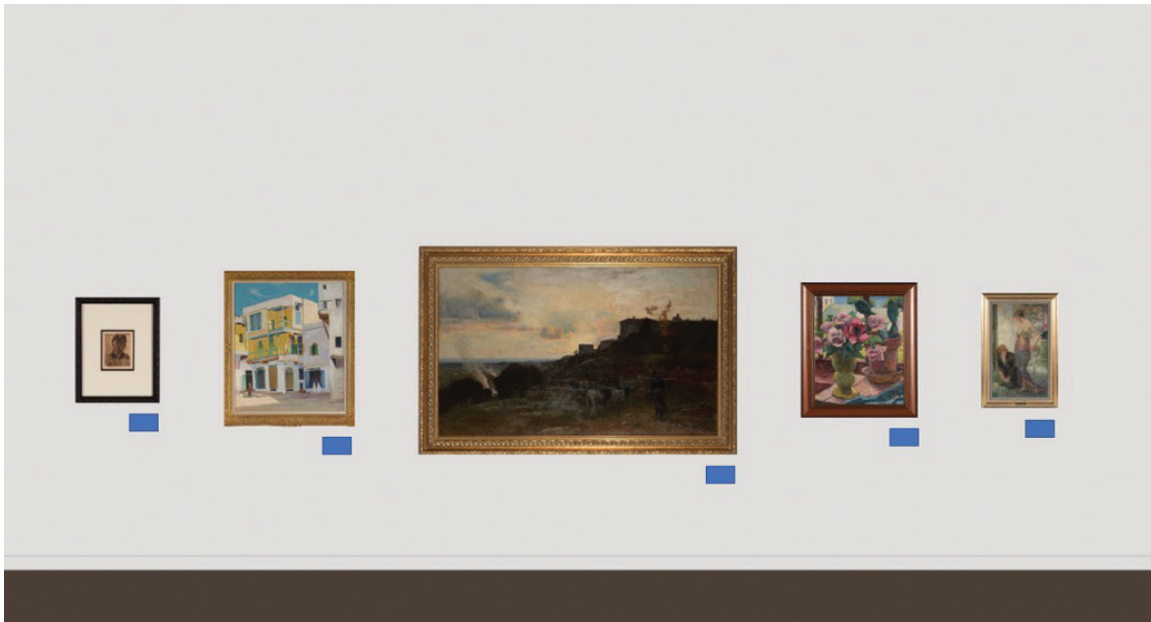
Labels and Statement placed in Option#1 Standard method. Great job!

Unacceptable methods to adhere labels



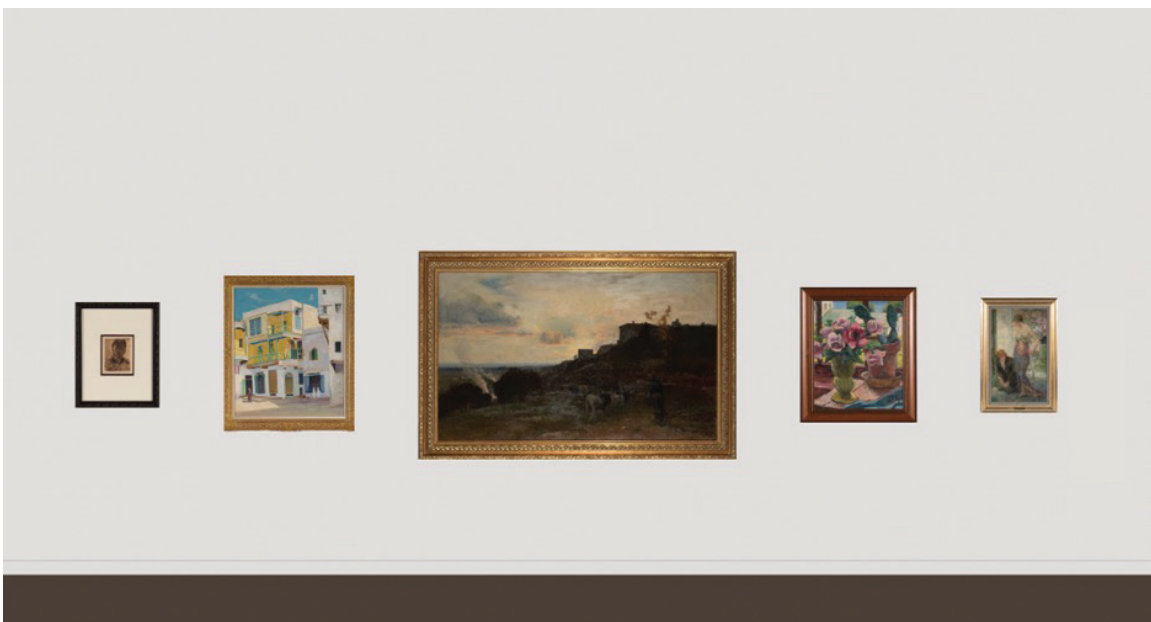
Under your artwork

Shadows from frames create difficulty for viewers to see and accurately read your labels.



No labels

All artwork is required to have labels.



Sample Label Images



Frames casting shadows on labels. Better placement options available.

Solution: Option #1 Standard method



Great placement of pedestal label!

Installing Artist Statement

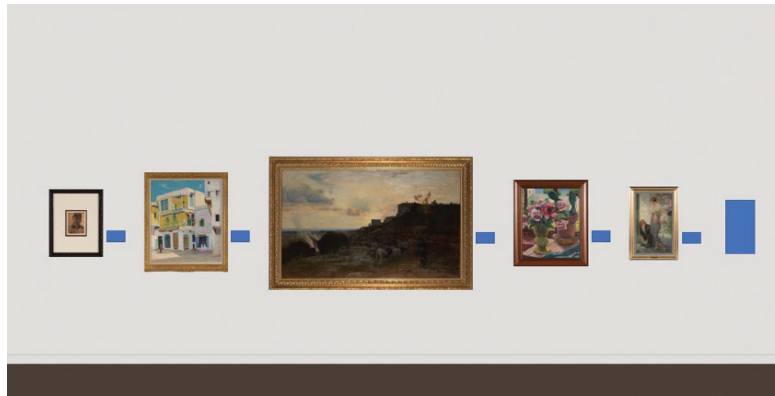
Acceptable and Unacceptable methods to adhere your artist/project statements

All Artist/Project Statements must be installed at 60 inches on-center to accommodate ease of reading for visitors. If possible, Statements should be placed to the right of artwork.

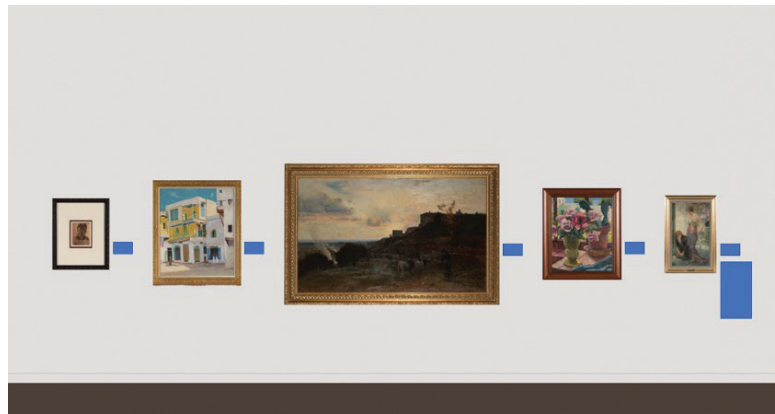
Final statement size 11" wide by 17" high



Acceptable



Unacceptable



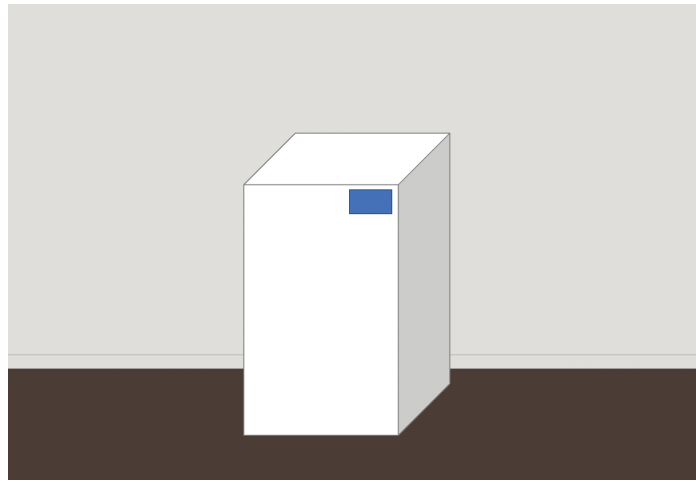
THINGS TO KNOW

Please DO NOT place statements on pedestals or below works of art. This is hard for viewers to read and does not follow industry standards.

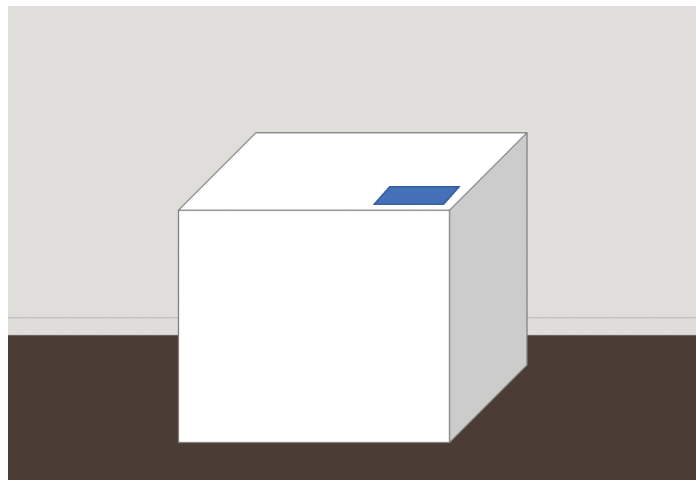
Installing Pedestal Labels

Acceptable methods for placing labels on pedestals and wall wedges

If the pedestal is 40 inches or taller, place the label on the vertical plane of the pedestal in the top right corner.



If the pedestal is shorter than 40 inches, place the label on the horizontal surface of the pedestal in a right corner.



SCULPTURE STUDENTS

Please DO NOT place Artist Statements on pedestals. Place your statement on a wall near one of your works. Place statement 60 inches on center. Make sure to place as far away from other 2D student work as possible to avoid confusion. Ask Allison Chew or Mike Schuetz for assistance if needed.

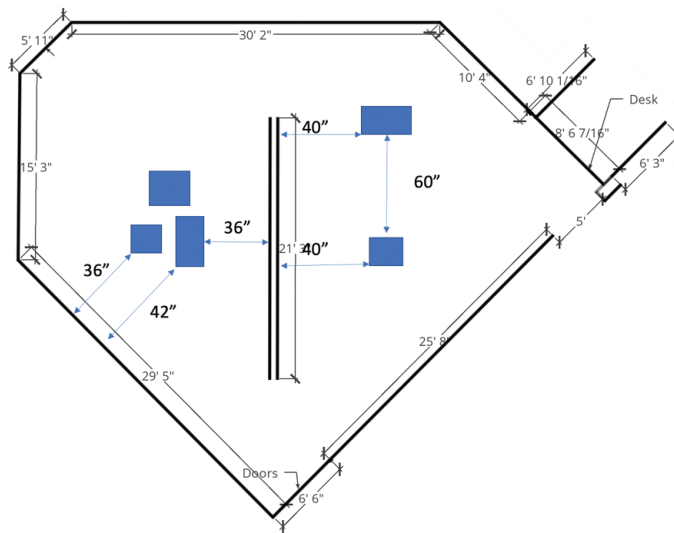
Spacing Awareness

FLOOR SPACING FOR THREE DIMENSIONAL WORKS AND PEDESTALS

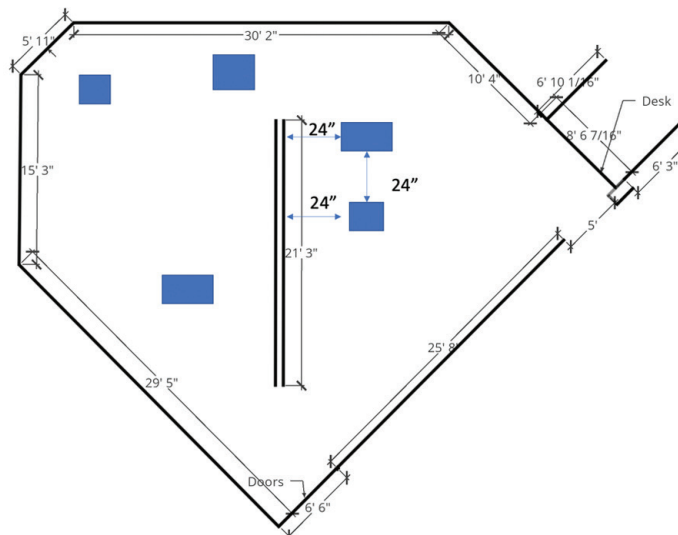
All works of art and/or pedestals must follow federal standards for minimum “path of travel” for ADA Compliance. There must be a minimum of 36 inches on all sides of your work/pedestal. If this is not possible, the work/pedestal must be placed far enough out of the normal paths in the Museum. This means it can be pushed against the wall so that it cannot be walked behind, or grouped with other works/pedestals to create an appropriate path.



**Acceptable
Pedestals**



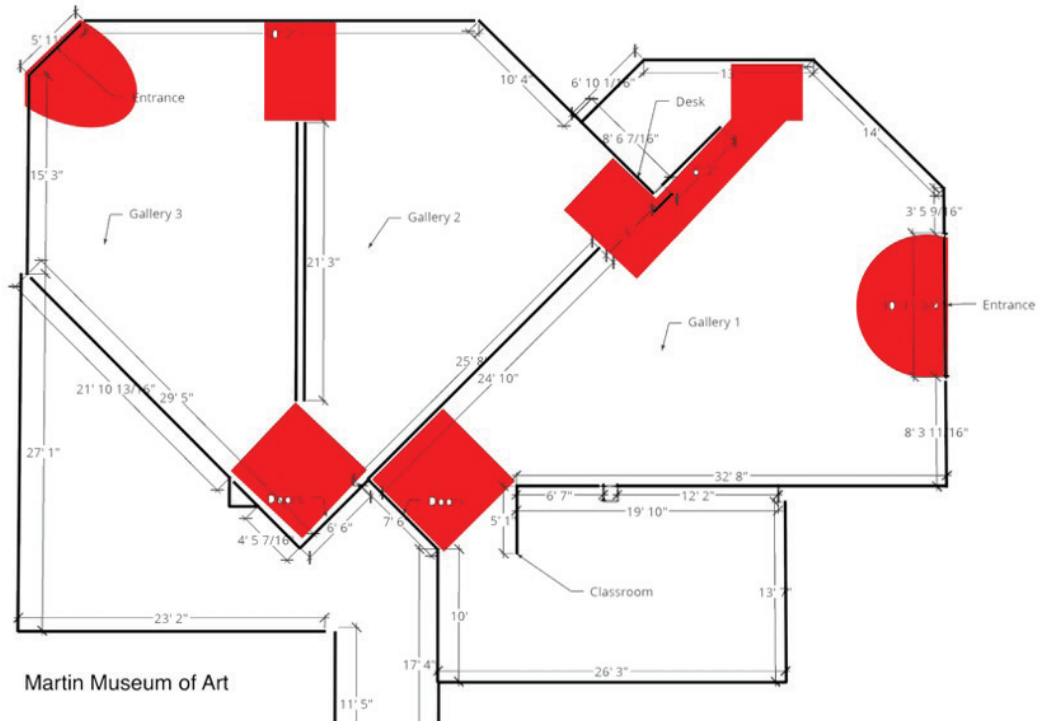
**Unacceptable
Pedestals**



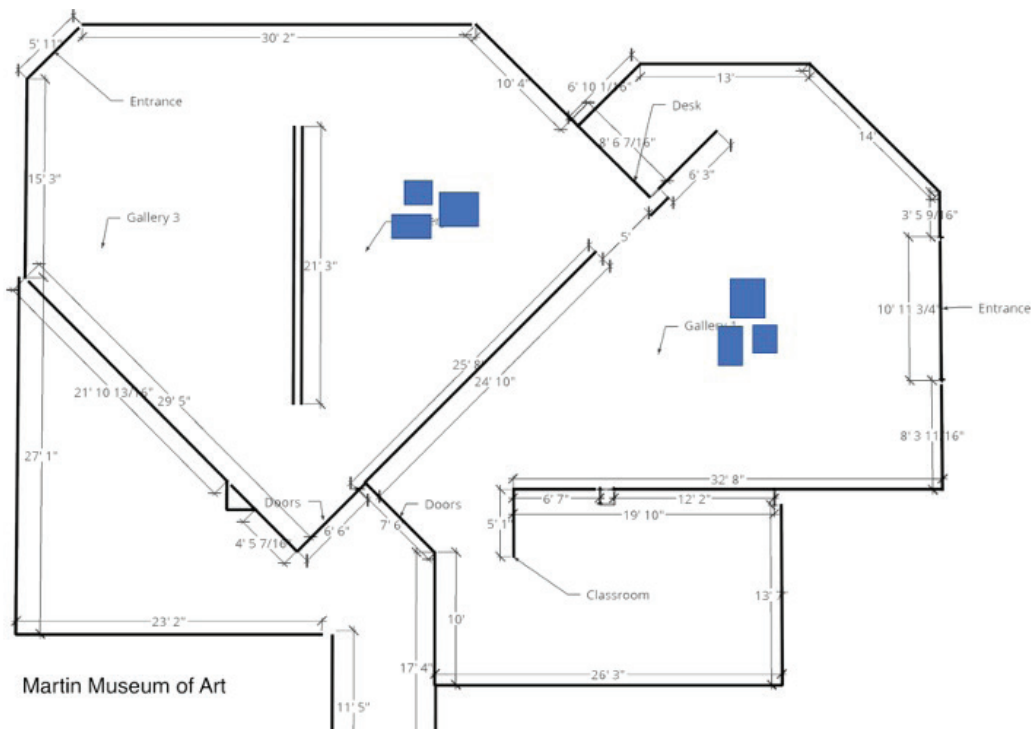
PRO TIP

You can push a pedestal flush against the wall to meet ADA compliance.

PROHIBITED AREAS FOR PEDESTALS



ACCEPTABLE GROUPING OF PEDESTALS



PRO TIP

Pedestals can be grouped and considered a single object in the space to ease OSHA standards.

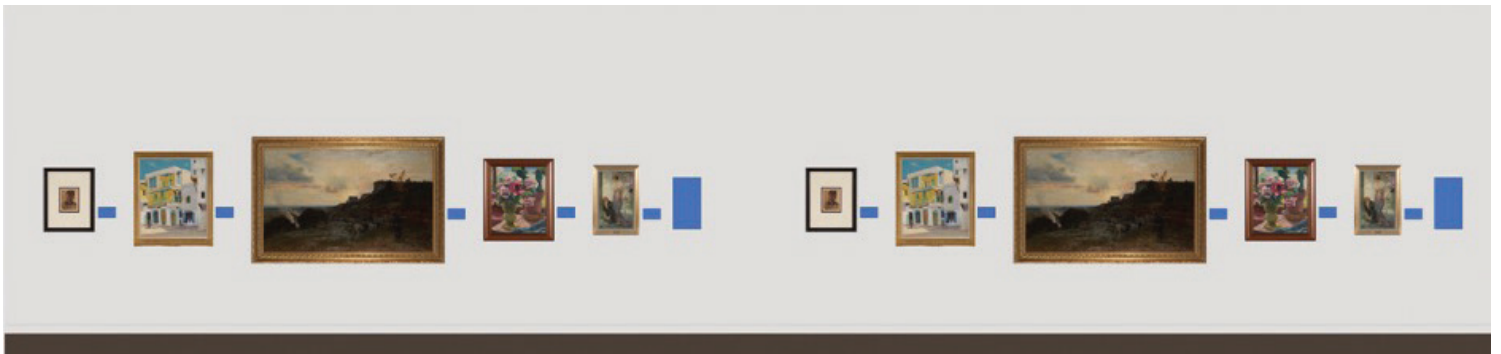
Spacing Awareness

Proximity to other artists

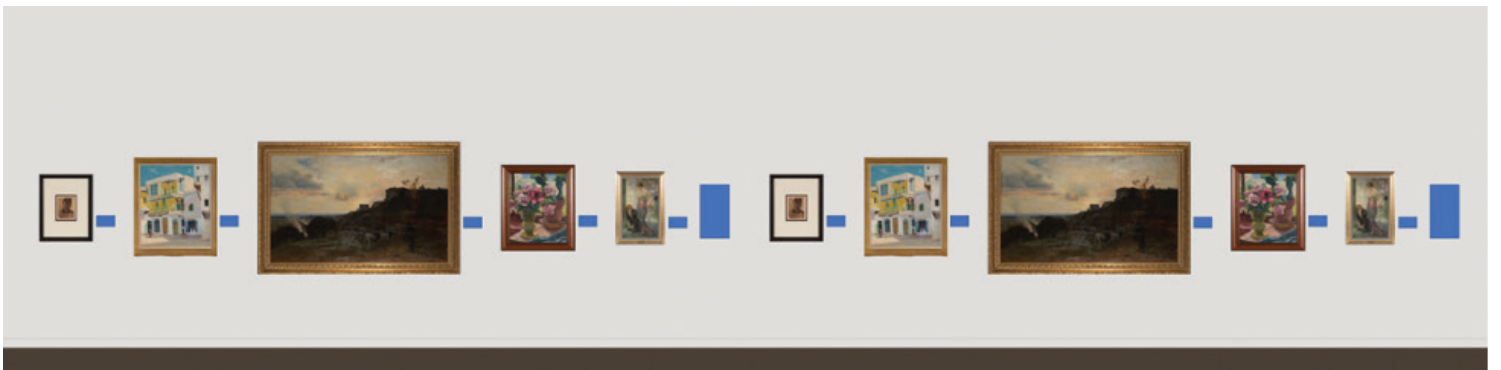
Occasionally, artists will share walls and be in close proximity to each other. When this happens, both artists should be aware and plan to leave excess space between their work to help visitors differentiate between the work and who it belongs to.



**Acceptable
Spacing**



**Unacceptable
Spacing**





RUSSELL

BULTZ
MEIUS
MONT
OGLE
RUSSE
VILLAR
WEST
BAILY

23

The 2023 Edition Exhibition represents a collection of contemporary and historical works by artists from the Pacific Northwest and beyond. From the vibrant colors of the Northwest to the intricate details of the Pacific Northwest, the artists have created a collection of works that are both visually striking and conceptually rich. The exhibition is a celebration of the region's diverse artistic community and a testament to the power of art to connect people and places.



CONTACT US

Museum Phone: (254) 710-6371

Allison Chew: Director
Martin Museum of Art
allison_chew@baylor.edu

Mike Schuetz: Collections Mgr.
Martin Museum of Art
mike_schuetz@baylor.edu