



DOBBS UNIVERSITY CENTER

D.U.C. PROGRAMMING
ART GALLERY

DUC OPERATIONS DEPARTMENT USE ONLY

ACCEPT REJECT START DATE _____

DUC STAFF _____ END DATE _____

Signature _____

COMPLETE THIS FORM AND RETURN TO:
Sarah Cammuso, D.U.C. Operations
Room 222E or Fax: (404) 727-5318

Please print:

1. Name of Department or Student Organization: _____

2. Contact Person: _____

Phone: _____ E-mail: _____ Fax: _____

3. Student Group Advisor: _____

Phone: _____ E-mail: _____ Fax: _____

4. Program or Event Information: *(Gallery space should be requested 2 – 4 months in advance)*

Name of Display: _____

Proposed Start Date: _____ Proposed End Date: _____

Total number of pieces: _____

Media type: *Check all that apply*

- Photography Drawing/Painting Sculpture Architecture Textile Art
- 3D Art Graphic or Adult Content Framed Unframed

Piece dimensions and estimated weight: *(Ex: 4'x2'x36", 15lbs.)*

Brief Description of Display:

6. Please indicate which of the following resources you request:

- Use of D.U.C. audio-visual (*though value is indicated, no fee will be charged*)
- Portable sound system (\$90 value) Data Projector (\$75 value) Karaoke machine (\$50 value)
- TV/VCR/DVD (\$30 value) Laptop (*slide projector, overhead, laptop-\$10 value each*)

Briefly describe how you will incorporate audio – visual into your display:

7. Marketing and Outreach Assistance

- D.U.C. video messenger Table tents Banner(s) Website links List-Serve
- Ticket distribution at D.U.C. Ticket Desk

Briefly describe your expectations for Marketing

8. Exhibit Reception: Yes No
(DUC sponsorship varies depending on the display)

If yes: Anticipated attendance: _____ Food: Yes No
(Reception food is provided through Sodexo)
 Cold Reception Hot Reception

Briefly describe your expectations for the reception:

EXPECTATIONS OF GALLERY HOST GROUP

1. The host will supply the DUC with the following information electronically or ready for hanging at least 2 - 4 weeks before display opens.
 - a. Sponsoring group bio or mission
 - b. Descriptions of each piece – as needed
 - c. Signage language for marketing
 - d. Any food served will be planned in compliance with health code regulations and be supplied by Sodexo.
2. The display will be held at the D.U.C. and D.U.C. policies will be observed.
3. The Dobbs University Center will be named as a co-sponsor on all printed materials.

The D.U.C. retains the right to accept or dismiss a request for space based on our departmental team's evaluation.

SIGNATURE OF PERSON REQUESTING SPACE

TODAY'S DATE