



AMD Gallery Policy

Reservation Deadline

- For Fall semester exhibits the reservation deadline is April 20
- For Spring semester exhibits the reservation deadline is November 20

Reservation Process

Instructors select three options from the predetermined time blocks ABCD and number them 1-4 per preference.

There is space for noting preplanned/collaborative exhibitions (2 or more classes); or willingness to share the space and collaborate with other classes/media. Coordinator will work with instructors to facilitate collaborative exhibits especially when there are multiple reservations for the same time slot.

Exhibition Preparation

Work selection should take place the semester prior to ensure readiness and quality. It is recommended that instructors select the best of their students' work, versus all students in a class getting representation. This results in more professional exhibitions and motivates students to produce quality work. It is helpful if students are asked to submit photographs of their work for exhibit planning and design purposes.

Storage

The new shelving unit in ARTS344 will be used for delivery for the upcoming exhibit; and pick-up from the former one. It's possible to stack 2D work for an upcoming exhibit, but we don't have a lot of space to store 3D work for longer periods. If students want to participate in an exhibit, they need to bring their work back 2-3 days before installation. It is important to have contact information for participating students so they can be notified.



Installation

The three-week time blocks include installation time. All exhibits will end on a Friday, which allows for either a weekend installation of the next exhibit or if that is not feasible installation as soon as possible during the following week. Depending on the installation date the exhibit will be up for the full three weeks (or shorter).

Student Participation

These exhibits are excellent learning opportunities for students, and we have identified a long list of tasks they could sign up for and complete including exhibit design & planning, marketing, signage, prep pedestals, as well as installation and de-installation. This kind of engagement is a prerequisite for participating in an exhibit. There is a whiteboard in ARTS 344 where students sign up for various tasks on a first come first served basis.

In addition, the exhibition coordinator, the shop technician, and student assistants will assist student participants with preparatory tasks. The installation and de-installation process will be facilitated by the instructor and their participating students with assistance from the shop technician and student assistants, if available.

Display of artworks

Permanent walls – command strips or magnets ONLY. No nails, screws, push-pins, glue or tape.

Portable walls – nails, screws, command strips, magnets, pushpins.

Glass cases – command strips ONLY. No nails, screws, pushpins.

Soffit for suspending – anchors with eye screws.

Windows – command strips, suction cups with hooks.

Pedestals available; 14 large to medium in squares and rectangles; 5 small squares & rectangles; 8 caps/platforms.

If nails and screws are used; patching, sanding and painting those areas will be completed as part of the de-installation process from the exiting exhibition.

Marketing material

Send marketing material/poster with a minimum 7-day advance notice of opening of exhibition to Kevane Coleman at kcoleman@csusm.edu.



Opening Reception

Reception dates need to be cleared by Kevane Coleman (kcoleman@csusm.edu) and Chad Huggins (cehuggin@csusm.edu). There are other events which need to be coordinated. Also, light refreshments have restrictions on campus – no alcoholic beverages, no homemade food items. Refreshments need to be prepackaged and store bought. Refreshments have a \$250 maximum, before needing to utilize campus caterers. Refreshments are not paid for by the department.

Live music needs to be coordinated and cleared through Chad Huggins (cehuggin@csusm.edu). Campus bands have a different clearance and paperwork than outside bands. Need a minimum of three weeks advance notice.

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