

**University of California Riverside, Art Department  
Phyllis Gill Gallery Proposal Sheet**

Name(s):  
Phone #:  
Email:  
Department:  
Date:

Please describe the exhibition you wish to present in the Phyllis Gill Gallery. Be specific about material, size, and content of the work to be shown. Please indicate if your work will be interactive or include moving parts.

What safeguards do you have in place to protect viewers, if your work contains moving parts or any other potential hazards?

Please list any additional technical equipment you'll be using in the gallery. (For example, video monitors, projectors, sound system, etc.)

Will you be having a reception or event as part of your exhibition? \_\_\_\_\_Yes \_\_\_\_\_No  
If yes, please describe the event, the date/time and how many people you expect to attend. Please indicate whether there will be music, and if you anticipate higher than average noise levels.

What are the dates of the exhibition you propose? (One-week exhibitions begin installation Friday, open on the following Monday, and run through Thursday. Longer exhibits may be possible; please indicate if you would like to propose a 2-week show, and your reason.)

First choice: \_\_\_\_\_

Second choice: \_\_\_\_\_

Art Department policy regarding use of the Phyllis Gill Gallery:

Students, classes, and collaborative groups are encouraged to experiment with the process of installation, and to use the space as a venue for taking new risks with their work. Students have the freedom to transform the space to best serve their exhibition. However, the Phyllis Gill Gallery must be returned to its original condition upon completion of the exhibition, without exception. **Students who do not return the space to its original condition will not be allowed any further exhibitions in the gallery.**

UC Policy regarding events and receptions:

Please review UCR policy regarding events and receptions in the Phyllis Gill Gallery Guidelines.

“By signing below, I agree to the guidelines and rules of the Phyllis Gill Gallery, and University of California Riverside”

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student/project proposer

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date

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faculty sponsor

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date

**When you have completed this form, email it to:**

**Jim Isermann [Jim.Isermann@ucr.edu](mailto:Jim.Isermann@ucr.edu) and Susan Komura [susan.komura@ucr.edu](mailto:susan.komura@ucr.edu).**

**In addition, please turn in a hard copy to Jana Bernard in the Art and Art History Office when your proposal is approved.**