Allen Hall Art/Project/Exhibit Guidelines

Guiding Principles

- Priority is given to showcasing student work (curated by a faculty sponsor) and faculty research
- Each area will be responsible for their content and design. Please ensure displays are professional and appropriate to the building and university. You’ll need to secure approval from the leadership/committee below prior to producing and displaying your chosen work. If you choose to involve a student worker or outside vendor for design support, you’ll need to ensure your budget includes adequate funds
- Displays typically stay up for one term
- Installation of any display must be coordinated with Building Manager
  - No permanent damage to walls or areas allowed
  - If funding is required, it must be identified prior to approval
  - Display format may have to change based on limitations of the area/surface and building codes/requirements
  - Request for displays must be made five weeks prior to installation
  - Events/reception/openings pertaining to the display must be coordinated with the building manager as well as the events manager and must follow university and building guidelines
- Displays will typically be returned to a requester due to limited storage space in Allen Hall
Specific Areas Process & Procedures

2nd Floor Gallery

- Initial proposal – *submit to Dean*
  - Project title, faculty sponsor, requested term, brief description with prospective content, and funding
  - Dean approves
- One display per term (Fall, Winter, and Spring)
  - Typical format is either up to thirteen 16x20 prints or ten 24x36 framed pieces
  - The TV on the west end is dedicated to the display
  - An additional stand-mounted digital display is allowed on either end
  - No bare posters or foamboard for pictures
  - Timeline: Decisions made before mid-point of the preceding term (5 weeks prior to installation)
- Once approved, work with Building Manager on technical components and installation
  - Gallery pieces must have descriptions for audience engagement.
    - These must be in a readable font from six feet away, and be foamboard or other rigid material (adhered with sticky putty)

2nd Floor Research Hallway

- Initial proposal – *Submit to Doctoral Program Director*
  - Reviewed/Approved by Graduate Affairs Committee (GAC)
    - Building manager to attend a meeting once a term for display review and guidance
- Review displays once per term (Fall, Winter, and Spring)
  - Rotate posters/displays for audience engagement
  - Posters up over one year will be removed
- Once approved, work with Building Manager for installation/rotation

1st floor Awards/Book Display

- Reviewed by Academic Excellence Committee
  - Recommendation to Dean
- Review display once per academic year
  - Prioritize awards in case based on space
  - Add new books by faculty at the start of an Academic Year
  - Remove books as directed by Dean
  - Building manager to attend an Academic Excellence Committee meeting once a year to facilitate conversation
- Once approved, Building Manager purchases books and finalizes display
Sequence Process & Procedures

Journalism Area (3rd Floor – wall along atrium)

• Initial proposal – *submit to Area Director*
  o Reviewed by Area Director and associate faculty
  o Notify Dean
• Review display once per term (Fall, Winter, and Spring)
  o Rotate displays for audience engagement
• Once approved, work with Building Manager for installation

Advertising Area (3rd Floor – concrete wall outside 332)

• Initial proposal – *submit to Area Director*
  o Reviewed by Area Director and associate faculty
  o Notify Dean
• Review display once per term (Fall, Winter, and Spring)
  o Rotate displays for audience engagement
• Once approved, work with Building Manager for installation
  o Sticky putty only for installation

PR Area (2nd Floor – concrete wall outside 221)

• Initial proposal – *submit to Area Director*
  o Reviewed by Area Director and associate faculty
  o Notify Dean
• Review display once per term (Fall, Winter, and Spring)
  o Rotate displays for audience engagement
• Once approved, work with Building Manager for installation
  o Sticky putty only for installation

Media Studies Area (3rd Floor – concrete wall right of staircase/outside 308)

• Initial proposal – *submit to Area Director*
  o Reviewed by Area Director and associate faculty
  o Notify Dean
• Review display once per term (Fall, Winter, and Spring)
  o Rotate displays for audience engagement
• Once approved, work with Building Manager for installation
  o Sticky putty only for installation
Other Display Options

Typically up for no longer than a term

- 3rd floor wall across for Tom Bivins’s office/Next to GE bullpen
- 3rd floor concrete wall across from 313
- 3rd floor concrete wall across from 309B
- 2nd floor concrete wall next to Dean’s suite
- 2nd floor wall above bench/across from Kim Sheehan’s Office

New areas in Experience Hub (TBD)

- Initial proposal – *submit to Building Manager*
  - Project title, faculty sponsor, requested term, brief description with prospective content, and funding
  - Reviewed by Academic Excellence Committee
  - Recommendation to Dean
- Once approved, work with Building Manager on technical components and installation