IN GALLERY CRITIQUE REQUEST FORM

Regular gallery hours for the North/South Galleries are Tuesday-Saturday, 11:00 am – 6:00 pm, excluding national holidays. Regular hours for the Irwin Student Center gallery are Monday-Friday 8 am – 4:30 pm. Please fill out this form completely if your class meets outside of gallery hours and you plan to have a critique with your class. You may also use this form if you have arranged to have a professional photographer document your work.

Request for gallery access in order for the exhibiting artist to document their own work will be considered in special circumstances only; please make these requests at least one week in advance.

Please print:

Name of exhibiting student: ___________________________________________

Name of faculty member who will be present: ________________________________

Date of critique: _____________________

Time: from __________am/pm to __________am/pm

At the time of the critique or photo documentation, call Public Safety at 510-385-1821. The public safety officer will open the galleries for you; you must have your CCA student ID or the gallery will not be opened. When you are ready to leave the gallery, you are responsible for contacting the public safety officer and asking them to lock the galleries.

Please obtain the following signatures and return to Susan Sobeloff at least 3 days before the desired date. Otherwise the public safety officer will not be notified to let you in the gallery. For clarification of these policies, please contact Susan Sobeloff at (510) 658-1224.

Exhibiting Student: __________________________________ Date: ______________

Instructor: _____________________________________________ Date: ______________

Coord. of Undergrad Exhibits: _____________________________ Date: ______________