CCA Undergraduate Exhibitions Program

Planning and preparation are crucial aspects of a successful exhibition experience. Please consider the following suggestions as you plan your exhibition.

**Clear Your Schedule**
Installation and de-installation times are set in advance. Avoid having social or employment conflicts during those times.

**Get a Calendar**
Once you know the date of your exhibition, you will want to create a calendar related to the exhibition. Pace yourself by breaking the larger overall goal of the successful exhibition into smaller more manageable components.

- Do you need to use special equipment at particular times?
- Order postcards?
- Invite people to the exhibition who might be buying plane tickets?

Mark it in your calendar!

**Create an Exhibition Binder**
Your exhibition binder is the place to store and organize all correspondence related to the exhibition. You will want to keep copies of gallery policies and letters of agreement. When you go to galleries or museums, along with looking at the work, pay attention to what you like and dislike about the presentation, lighting, signage, and postcards.

Make notes on what you think is effective; you may want to incorporate some of those ideas in your own exhibition.

**Exhibition Signage and Postcards**
There are many options for signage and postcards. If you wish to order postcards or commercially produced vinyl signage, you will need to do so well in advance of your installation. *All signage and labels should be prepared as far in advance of installation as possible.*

**Create an Installation Floor Plan**
The exhibition program has copies of the various gallery floor plans. (You may pick up a copy of the floor plan at the North Gallery or online.) Making an advanced plan helps you visualize your entire exhibition and explore how the various components relate. Build a model of the gallery or simply draw an installation plan; these models and drawings serve as a map or guide to get you started when you arrive at the gallery to install.

Before you hang the work in the gallery, set up the work around the gallery and take a look. This is a great time to edit out pieces, change groupings and sequencing, or adjust spacing.
Preparing Your Artwork
Your installation time will go by quickly. The installation time is only enough time to get the work into the gallery and hang the signage. All other preparation needs to happen in advance—such as matting and framing, attaching eye-screws or d-rings and wiring works for proper hanging.

Should you have any questions about how best to prepare or install your work, or both, feel free to contact the exhibitions coordinator at any time.

Gravity Happens: Test Your Hardware First
In advance of installing your work, please first test the hardware or system you plan to use. Remember, what worked for hanging work during brief critiques may not keep your work on the wall for a week- or a month-long exhibition.

Specific installation hardware alters the look of the work, the finish level of presentation, and the security of your work. Make these decisions in advance and bring your tested hardware to the gallery for installation. Neglecting to test your hardware in advance may lead to work falling off the gallery wall, causing loss, damage, or injury.

Again, should you have any questions, do not hesitate to contact the exhibitions coordinator or gallery staff for advice.

Documentation
We strongly encourage students to document their exhibition as early as possible. Early documentation will allow you to alter and adapt installation plans if the first results are disappointing.

Fire Code / Safety / Health
As you plan your exhibition, please be aware that the Undergraduate Exhibitions program and the CCA facilities staff are very serious about maintaining a safe and healthful campus environment. Please speak to the exhibitions or the facilities staff if you are concerned about the safety of your exhibition floor plan or suspect the materials you are planning to use may pose even the slightest health risk.

Have these conversations in advance of creating the work; otherwise you run the risk of creating work and then being denied permission to install it. Review the “Permission to Alter the Space Form” if you have questions about the types of exhibitions that require advance permission.

Use the Buddy System
Friends and classmates are terrific resources when it comes to installing your exhibition. Build community by being involved with group exhibitions and assisting classmates with their solo exhibitions. Some aspects of installing work require more than one participant. This is particularly true when it comes to lighting the exhibition!

Be safety smart …

• Never work on a ladder while alone in the gallery.
• Call Public Safety to escort you to your car, dorm, or Rockridge BART, if you are working in the galleries late at night.
  (Note: After dusk, you may not work alone in the college galleries.)
Communicate
Please ask questions and ask them in advance. Contact the exhibitions coordinator or assistant exhibitions coordinator, if you are unclear about policies, resources that are available to you, schedules, or expectations.

- Director of Undergraduate Exhibitions Susan Sobeloff can be reached at ssobeloff@cca.edu or 510.658.1224.
- Exhibitions Coordinator Mark Blatnik may be reached at mblatnik@cca.edu or 510 658 3176.

CCA Website
The college website has helpful information about the exhibition program. Information is located in the Student Affairs section.

Think Positively
You can do it. A senior solo exhibition or on-campus group exhibition experience is a chance to build new skills and engage in a public dialogue about your art. Think of your on-campus exhibition as an opportunity to launch your artistic future!

Hardware & Tools
The Undergraduate Exhibitions program provides basic tools and hardware for installation, but we strongly encourage students to develop their own basic tool kit.

A basic installation kit should include the following:

- tape measure
- hammer
- torpedo level
- pencils and marking/painters’ tape
- phillips- and flat-head screwdrivers
- Pliers

Basic installation hardware should include the following:

- wall hooks or picture hangers
- d-rings/ eye-screws
- hanging wire
- binder clips
- tacks, pins, or wire brads
- l-nails

Other handy tools to have include a corded or cordless drill, drill bits, a stud finder, clean cotton or latex gloves for handling artwork, gaffer's tape, double-stick tape, acid-free linen hinging tape, and museum wax.

Again, the Undergraduate Exhibitions staff does provide basic installation materials and tools, but if you feel your installation may require more specialized tools or equipment, please do not hesitate to contact us.