



MFA Candidate Installation Proposal / Terms of Agreement

Date:

Name:

Phone:

Address:

Email:

Area of Concentration:

Faculty Mentor/ Advisor:

Please attach the following information to be reviewed and approved by Faculty Mentor/Advisor prior to your scheduled studio visit with Museum Staff between 03/26- 03/28

1) A detailed typed description of your installation proposal, including all component parts.

Consider and address requirements of space, A/V, lighting, wall and floor alterations, and other surface requirements. Include estimated time required to complete installation. Include approximate measurements, weight, and other anticipated complications which may require special handling or access to UAM.

2) A fully executed diagram of your installation proposal.

Using a professional approach include images, detailed photos, and drawings (or Sketch Up) to completely describe your project.

3) Equipment needs

Consult with Faculty Mentor/Advisor concerning the availability of multimedia equipment to be borrowed from the Art Department.

Consult with Museum Preparator to address electrical requirements, digital hook up, video monitors, lighting, audio, and other equipment needs, as appropriate. (Please note that it is the financial responsibility of the MFA candidate to provide for additional equipment.)

It is the responsibility of the MFA candidate to ensure that their project (2D included) is completely fabricated before it's brought to the University Art Museum for installation. The Museum can not be used as a personal studio space. Additionally, as UAM is a sustainable space, we ask that you be mindful and follow recycling guidelines during the install process. Finally, your installation site must be returned to the original condition prior to the commencement of the exhibit.

I agree to the conditions stated above.

MFA Candidate's Signature: _____ Date _____

I have reviewed and approved the MFA candidate's installation proposal:

Faculty Mentor/Advisor Signature: _____ Date: _____

Please attach this form to the face of your Installation Proposal