

Important Dates

- Friday, March 11th- Submit Proposal Form emailed by Academic Services
- Friday, March 25th- AS emails space assignments
- Monday, April 25th- Tuesday, May 3rd- Exhibition Installation
- Wednesday, May 4th at 8 am- Exhibition Opens
- Tuesday, May 10th- Last Day of Classes
- Saturday, May 14th- Commencement Ceremony and Reception
- Sunday, May 15th- De-Install Exhibition- **this date is firm since we can't store your work. If you can't be here to take your art down, find someone who will be able to for you.**

Academic Services (Room 133 next to 3D shop)

AS designates layout and student spaces for the commencement show, and assists with the installation process of the commencement show.

- Email academic_services@mcad.edu with any questions about installation
- Make install appointments by signing for an appointment on the sheet posted outside the Academic Services Office (email us ahead of time about complex installation)
- Come to the appointment ready to install, already knowing how you want your work laid out. You can ask AS installer for advice or help, but don't expect them to hang the work for you
- AS installer can help secure media center equipment and books

Shelves and Pedestals

We will put requested pedestals and shelves in the Main Gallery on the morning of the first day of install (first come first serve), but more can be found on the first floor (in the cutting and matting studio near the free shelf, and the south hallway by the 3D shop). Academic Services can help hang shelves and move pedestals. If you plan to put out business cards, buttons, stickers, etc. put them out when the show opens and save some for the day of commencement.

Media Equipment

After the proposals are sent in, we will forward media requests to the Media Center who will make reservations for you. They will send you an email which will confirm your reservations, and you need to update them if you want to change anything/use more media equipment etc.

Glass

AS has pre-cut standard glass sizes in the cutting & matting room (room 118). Standard sizes are 8x10, 8.5x11, 11x14, 11x17, 16x20, and 20x24. Consider printing on standard size paper to match the standard glass size. Requesting custom glass must be done in advance- please size up 1/8 inch to each dimension.

Tools

Academic Services has tools and hardware available for your installation including hammers, levels, nails, screws, measuring tape, double-sided tape, electric drill, glass cleaner, etc.

Paint

If you want to paint your exhibition space, please talk with us in advance. We require you to purchase latex paint with a flat finish, and can give you brand recommendations. You are responsible to prime over the paint once the exhibition comes down. Academic Services can provide primer and painting supplies (drop cloths, rollers, brushes, etc.)

Labels

Please use the provided [label template](#) and print the labels on regular printer paper. You can then mount the labels on mounting board (provided by AS and kept in the cutting and matting studio near the free shelf) and cut the labels to size. AS can give you a demo on how to mount and cut labels.

Ceilings

If you plan to hang any artwork from the ceiling, please include this in your proposal so we can find an exhibition space to accommodate hanging. Please consult with Academic Services to discuss the appropriate space for your piece ahead of time and BEFORE installing any work from the ceiling yourself, or it may be removed promptly by AS staff.

Lighting

Academic Services employee Jeff Jones is a skillful gaffer, and will light the entire commencement show as soon as installation is complete. Email AS if you have any unusual lighting requests.