Request to Exhibit in the Gallery in the Madison College Truax Gateway

Name: 
Email: 
Phone Number: 
Department, Program, Group, Club or Business Name: 

Please read the Criteria to Display below before submitting your request.

Title of Show: 

Desired Show dates: 
Most shows are 4-6 weeks long with a week vacant before and after for take down and installation. All work must remain in the gallery during this time.

Please provide a written description of your show along with a statement of purpose: 

Please note any special needs or requests: 

Please explain how your show idea meets the criteria for exhibition in the Madison College Gallery: 
Please supply a general inventory of materials to be included in the show, you will be asked to provide supporting visuals:

Other comments:
Criteria for Gallery Exhibition

- Exhibition/Show should relate to or connect to Madison College and serve our mission and academic initiatives.
- Exhibition/Show should intend and achieve a specific educational intent
- E/S must demonstrate aesthetic standards consistent with college practices and learning goals
- E/S should be original in conception and content and not duplicate efforts or events within the college or being offered simultaneously in the community
- E/S should not serve a primarily commercial interest unless it is tied directly to a school initiative
- E/S should encourage cooperation with other educational institutions or parties which support MATC goals and student outcomes
- E/S should not be used to promote political agendas or purposes
- E/S should encourage inter-departmental and inter-program relationships and ties
- E/S should demonstrate high levels of professionalism in execution and display
- E/S should attempt to engage the community that supports and sustains the college
- While the E/S should be curated and assembled by the proposing group or individual, it must be prepared for hanging and display with consideration for the gallery space, staff, and budget. The Gallery will not provide any hanging material such as frames, wiring, mounts that are fixed to the exhibitions nor otherwise be responsible for creating display material for the exhibitions
- Final design and arrangement of the show will be decided by the appropriate GD and I staff in consultation with the program, entity, or individual responsible for the exhibition materials
- E/S should demonstrate ability to generate media interest for the show and be willing to help encourage that interest
- E/S proposers should be available for public events or speaking opportunities related to the show content
- E/S promotional materials should be submitted to the appropriate GD and I staff for approval at least 30 days prior to the show
- MATC will reserve the right to photograph and disseminate images for the purpose of archiving and promotion.
- Submissions for an E/S should contain a written description, a statement of purpose, and a general inventory of materials to be included with attention to any special needs. It should be accompanied by supporting visual materials
- The Gallery is a space primarily designated for visual events. Exhibitions that are to be accompanied by theatrical or performance aspect must include that in the proposal
• E/S description should be accompanied by a plan for delivery and pick up schedule.
• E/S should not contain offensive or illegal materials or which is in violation of copyright or infringes on trademark