**MIT School of Architecture and Planning—Exhibitions guidelines for Gallery 9 (3/16/18)**

Congratulations on having been selected to curate an exhibition in Gallery 9. Below you will find information to help you plan the exhibition and related events and communications.

**Title of exhibition:**

**Sponsoring DLC:**

**Curator(s):**

**Description of exhibition (200 words):**

**Bio of curator(s) (50 words):**

**Exhibition budget (from Dean’s office):**

*Covered elements:*

Materials

Fabrication

Graphic design

Student labor

Printing

Special lighting (rented)

Projectors (rented)

Electrician’s time (if needed)

**Opening event budget (from Dean’s office, with event to be organized by curators and sponsoring DLC):**

**Exhibition dates**

Installation (one week):

Opening:

Closing:

Deinstallation (one week):

**GALLERY INFORMATION**

*Gallery hours, security*

The gallery is open to the public from 9am to 5pm, Monday to Friday. A card reader on the entrance door operates after hours and on weekends/holidays to admit any MIT ID cardholder. There are no security cameras or other formal security for the gallery.

*Visitor safety*

Given the gallery’s location in a public lobby and need to comply with ADA and other access and safety standards, exhibition elements must be limited to designated zones, as shown in the gallery plan. All materials have to be flame retardant.

Jim Harrington will advise on safety requirements and serve as liaison to the MIT Environmental, Health, and Safety office, which must sign off on all exhibition plans: <https://ehs.mit.edu/site/projectsexhibits-public-spaces>

*Signage*

The central DUSP signage panel on the front entry wall must be retained, but can be temporarily covered by a (fireproof) curtain or new vinyl, provided that there is no damage or residue left on the underlying vinyl. The side panels and Samuel Tak Lee plaque cannot be covered or otherwise obscured from view.

Vinyl or any other covering cannot be attached to the glazing.

Please consider providing short information labels for all exhibition elements.

*Wall paint*

Walls will be patched and repainted (for now, white) as necessary between exhibitions. This cost will not be charged to the individual exhibition budgets.

*Lighting*

Lighting can be adjusted and augmented with rented lights.

*Plazma screen*

The screen in the gallery can be used for exhibition content.

*Sound*

Exhibitions may make use of audio recordings, but these must be audible only to those near the installation element.

*Possible print materials*

-Poster

-Brochure

*Furniture*

Gallery furniture may be repositioned within the gallery, but must be placed somewhere in the space and returned to its original placement at deinstallation.

*Maintenance*

Someone from the exhibition team should walk through the gallery at least once a week, to check on missing or broken elements.

After installation and deinstallation, care should be taken to not leave trash, food, exhibition materials, or tools in the gallery.

*Documentation*

Arrangements should be made for someone to photograph the exhibition as a whole along with individual elements.

**Promotional activities** **(to coordinate with Communications office):**

*Announcements*

Emails, including weekly SA+P newsletter and monthly newsletter to alumni

SA+P website, main

DLC website

Plazma screens

Social media

*Launch events, at MIT or elsewhere*

-Opening?

-Lecture?

-Gallery talk(s)?

-Engagement with Development/Alumni?

*Media coverage possibilities*

MIT News

Targeted outside media

Medium post/review