



---

**BEFORE HANDING IN THIS APPLICATION,  
MAKE SURE YOU HAVE INCLUDED THE FOLLOWING:**

- 1. Completed Application Form**  
(hand written **OR** typed and printed **OR** emailed)
- 2. Visual Form of Documentation and Presentation of Artwork**  
(CD/jump drive **OR** Email of digital images, video, PowerPoint, PDF files, etc.)
- 3. Comprehensive Artwork Image List**  
(hand written **OR** typed and printed **OR** emailed)
- 4. Artist/Exhibition Statement**  
(typed and printed **OR** emailed)
- 5. Artist(s) Biographical Information**  
(typed and printed **OR** emailed)

**Hand written and/or Typed and Printed applications should be submitted to the  
Office of Student Programs on the 2<sup>nd</sup> floor of the Plemmons Student Union**

**Emailed applications should be submitted to the Looking Glass Gallery curator at  
[LookingGlassGalleryASU@gmail.com](mailto:LookingGlassGalleryASU@gmail.com)**

Guidelines for submitting a proposal, along with other helpful information, can be  
found on the Looking Glass Gallery website at [www.LookingGlassGallery.appstate.edu](http://www.LookingGlassGallery.appstate.edu)



**[www.LookingGlassGallery.appstate.edu](http://www.LookingGlassGallery.appstate.edu)**  
**[LookingGlassGalleryASU@gmail.com](mailto:LookingGlassGalleryASU@gmail.com)**

## EXHIBITION PROPOSAL APPLICATION

Looking Glass Gallery  
c/o Department of Student Programs  
Plemmons Student Union  
Appalachian State University  
Boone, NC 28608  
(828) 262-3032



### Application Submitter General Information and Contact Info:

Please check one: I am a(n)...

- Student (solo exhibit)\_\_\_\_
- Student (group exhibit)\_\_\_\_

If a Student:

Fr\_\_\_\_ So\_\_\_\_ Jr\_\_\_\_ Sr\_\_\_\_ Grad\_\_\_\_

Date of graduation (approximate)\_\_\_\_\_

Applying for BFA Studio credit?\_\_\_\_\_

- Faculty Member\_\_\_\_
- Staff Member\_\_\_\_

If a Faculty or Staff Member:

Solo\_\_\_\_ Group\_\_\_\_ exhibit

- Instructor (class exhibit)\_\_\_\_

If an Instructor:

Class Title/Number\_\_\_\_\_

- Other (explain)\_\_\_\_\_

Name \_\_\_\_\_

Club/Organization (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone, Email \_\_\_\_\_

### General Submission Guidelines:

Artists/Instructors/Submitters/etc. may submit work of any medium for review. Please submit visual documentation of artwork by either:

1. CD/jump drive to the Office of Student Programs on the 2<sup>nd</sup> floor of the ASU Plemmons Student Union
2. Email to [LookingGlassGalleryASU@gmail.com](mailto:LookingGlassGalleryASU@gmail.com)

**For all applicants, work submitted should be created and produced while enrolled at or employed by Appalachian State.** Incomplete applications will be returned for resubmission.

**PLEASE NOTE!!** A general idea for an exhibition—where artwork has not yet been created for a show—should be proposed and discussed by email with the Looking Glass Gallery curator at [LookingGlassGalleryASU@gmail.com](mailto:LookingGlassGalleryASU@gmail.com) before completing this form.

### Application Requirements (must include the following):

**1. Visual Form of Documentation and Presentation of Artwork** (either a CD/jump drive **OR** Email of digital images, video, PowerPoint, PDF files, etc.)

*Digital images should be of .JPG or .PDF format at minimum 300 dpi resolution. Emailed images must have the artwork title(s) as the file name(s). Video, PowerPoint, PDF files, etc. are also acceptable forms of artwork documentation and presentation.*

**2. Comprehensive Artwork Image List** (hand written **OR** typed and printed **OR** emailed)

*Must be included for each piece of artwork submitted with proposal:*

Artist Name(s), Title(s), Date(s) created (i.e.: 2005), Size(s) listed as height x width x depth (if applicable) in inches (i.e.: 18" x 24" x 12") and Media of the work(s).



Fill out this information on the final sheet provided for each submitted image of artwork. If there are not enough spots, please feel free to make copies of the page.

**3. Artist/Exhibition Statement** (typed and printed **OR** emailed)

An Artist/Exhibition Statement explaining the concept behind the artwork(s)/exhibit.

**If proposal is for a solo exhibition**, please submit an Artist Statement.

**If otherwise (group, class, etc.)**, please submit an overall Exhibition Statement.

*Statement – if not printed – must be formatted and submitted as either a Word Document .DOC or .PDF file.* Please include a proposed title for the exhibition with the statement.

**4. Artist(s) Biographical Information** (typed and printed **OR** emailed)

A short paragraph biography of the exhibiting artist(s).

**If exhibition includes one artist**, please submit one biography.

**If exhibition includes more than one artist**, please submit one biography PER artist.

(If exhibition includes many artists and biographical information cannot yet be acquired, please instead include a list of the full names of each artist that has work in the exhibition.)

***Installation and/or Performance Proposal (if applicable):***

If submitting a proposal for an in-gallery installation or performance, submitter must include along with all previously stated application requirements:

1. Detailed drawings (digital images) of the gallery space and any objects/props/artwork to be placed within this space.
2. Brief explanation (typed and printed **OR** emailed) of the installation or performance.
3. (If a student,) **TWO** hand written **OR** typed and printed **OR** emailed recommendations from ASU affiliates (limited to faculty, staff, and/or students' personal advisors or employers) for the installation. *Must be signed by hand by the recommender.*
4. (If applicable), proof of safety – **UL approved equipment ONLY** – of electrical equipment used throughout the installation or performance (this includes but is not limited to extension cords, light bulbs, electrical wiring, sound equipment, video equipment, etc).

***Explanation of the Selection Process:***

Submission will be reviewed by the Looking Glass Gallery Committee. There is no guarantee of acceptance and all decisions by the committee will be final. Should proposal be denied, it will be returned to the submitter with progressive comments for improvement. **Unless otherwise informed, returned proposals are highly encouraged to be resubmitted.**

If you have any questions concerning the application process or would like more information, please email the Looking Glass Gallery curator at [LookingGlassGalleryASU@gmail.com](mailto:LookingGlassGalleryASU@gmail.com) or call Jenny Koehn, Asst. Director of PSU Student Programs, at (828) 262-3032. More information can be found on the gallery website, [www.LookingGlassGallery.appstate.edu](http://www.LookingGlassGallery.appstate.edu).

***Signature of Agreement:***

*Hand written* signature below verifies the applying Artist/Instructor/Submitter/etc. has read and understands all statements outlined in the Looking Glass Gallery exhibition proposal application document, and understands the limitations of liability and the required involvement (unless otherwise agreed upon) of the artist(s) in the preparation of the exhibit.

**NOTE: Unless otherwise discussed, group exhibitions (excluding submissions for a class exhibit submitted by a class instructor), require *hand written* signatures of approval from all involved artists to be added in the space below and/or on another sheet of paper in order for exhibition proposal to be considered.**

**Preferred date of exhibition** (approximate) \_\_\_\_\_

\_\_\_\_\_  
Submitter Signature

\_\_\_\_\_  
Date

Plemmons Student Union  
Looking Glass Gallery  
**Comprehensive Artwork Image List**

please list comprehensively the details for artwork submitted with proposal

Image #(1, 2, 3...)\_\_\_\_  
Artist Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date (year): \_\_\_\_\_  
Size (h" x w" x d"): \_\_\_\_\_  
Media: \_\_\_\_\_

Image #\_\_\_\_  
Artist Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Size: \_\_\_\_\_  
Media: \_\_\_\_\_

Image #\_\_\_\_  
Artist Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Size: \_\_\_\_\_  
Media: \_\_\_\_\_

Image #\_\_\_\_  
Artist Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Size: \_\_\_\_\_  
Media: \_\_\_\_\_

Image #\_\_\_\_  
Artist Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Size: \_\_\_\_\_  
Media: \_\_\_\_\_

Image #\_\_\_\_  
Artist Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Size: \_\_\_\_\_  
Media: \_\_\_\_\_

Image #\_\_\_\_  
Artist Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Size: \_\_\_\_\_  
Media: \_\_\_\_\_

Image #\_\_\_\_  
Artist Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Size: \_\_\_\_\_  
Media: \_\_\_\_\_

Image #\_\_\_\_  
Artist Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Size: \_\_\_\_\_  
Media: \_\_\_\_\_

Image #\_\_\_\_  
Artist Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Size: \_\_\_\_\_  
Media: \_\_\_\_\_

Image #\_\_\_\_  
Artist Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Size: \_\_\_\_\_  
Media: \_\_\_\_\_

Image #\_\_\_\_  
Artist Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Size: \_\_\_\_\_  
Media: \_\_\_\_\_