



Ben Arts Gallery Exhibition Proposal Form

The Main and the Upper Gallery of The Benvenuti present a diverse range of artwork by both established and emerging artists. Exhibits and installations rotate frequently for the purpose of allowing access to as many artists as possible, and use of the Galleries as a project space and incubator and facilitator of new work is encouraged. Proposals for the Benvenuti Galleries are reviewed bi-annually for the following program season. Final decisions are made by the Natomas Arts & Education Foundation Board, with recommendations from the Performing and Fine Arts Academy Advisory Committee. Please return this to boxoffice@benarts.org or mail to Natomas Charter School 4600 Blackrock Drive, Sacramento, CA 95835 Attn: Arts & Outreach Coordinator.

Complete proposals should include:

- Completed Exhibition Proposal Form (required)
- Signed copy of Ben Arts Gallery Guidelines (required)
- Documentation of artwork. This may be the actual artwork to be exhibited, or representative images. Documentation may be slides, video, digital files or a link to a website. (recommended)
- Complete description of proposed exhibition and public programs (optional)
- Artist(s) and/or curator(s) resumes (optional)
- Artist(s) statement (optional)

Exhibition Proposal Form

Name of primary contact: _____

Address: _____

Tel: _____ Email: _____

Names of other participating artist(s) or curator(s):

Brief description of proposed exhibition:

Brief description of proposed public programs (i.e. receptions, performances):

Scheduling. What are your preferred exhibition dates? Dates which do not work for you?

Ben Arts Gallery Exhibition Gallery Guidelines

- Artists should be aware that staff and budgetary resources for the Gallery are limited. In general, exhibits and programs in the Gallery are intended to be self-promoted, self-installed and self-produced.
- Artists are granted access to the Gallery for the dates determined in advance by Ben Arts; artists are expected to have all materials removed and the Gallery returned to the state in which they found it by the end of their allotted time.
- There is a \$50 exhibition fee for use of the Gallery. This is designed to cover the costs of installation materials and the periodic resurfacing of Gallery walls.
- Artists may hold public events in the Gallery such as receptions or performances, with prior approval from Ben Arts. Artists must complete any cleanup or breakdown required.
- Ben Arts is not able to provide refreshments for events in the Gallery. Artists may borrow tables, so long as they are cleaned and returned afterwards. Ben Arts does not have any available serving dishes or utensils,
- Ben Arts will provide basic installation materials for use in the gallery, including: spackle, nails and screws. Further installation supplies and materials are the responsibility of the artist.
- Generally, with prior arrangements artists will have access to the exhibition space during Natomas Charter School's regular business hours: Mon-Sat, 8:00am-4pm. Some after-hours access may be negotiated and exact times for installation and deinstallation should be arranged in advance.
- Ben Arts will promote exhibitions in the Gallery in our bi-monthly email newsletter, "The Ben Arts Showcase" provided information is received in time for press deadlines.
- Artists are encouraged to promote exhibitions themselves. Text and design of promotional materials must include the Ben Arts logo.
- While Ben Arts strives to provide a professional and secure environment, artists should be aware that the gallery is not able to be monitored at all times.

Understood:

Artist

Date