

## **Center for Architecture & Design Community Gallery**

### **Purpose**

The Center for Architecture & Design has designated the north wall of the CfAD small conference room as a Community Gallery. The CfAD Community Gallery offers an opportunity for members of our Seattle design community to mount short-term small-scale exhibits of interest to the public.

### **Content**

Exhibit content can be as varied as our design community. Exhibits may pose questions, invite feedback, provide inspiration, tell a story, remember history, or simply document great design. Creative display is encouraged. Exhibits may include display boards, original art, wall graphics, and wall-mounted three-dimensional work. Video and audio content are not allowed.

### **Exhibitors**

Organizations and individuals associated with AIA Seattle, The Seattle Architecture Foundation, Design in Public or AIA Washington Council are eligible to propose an exhibition ideas to the Program Planning Committee.

### **Exhibitor Responsibilities**

Community Gallery exhibitors are responsible for all aspects of exhibit design, construction, installation and de-installation. All costs associated with the exhibit are the responsibility of the exhibitor.

### **Exhibit Guidelines**

Exhibits in the Community Gallery should be of interest to the general public, and suitable for all ages. Exhibit materials must be wall-mounted, and cannot interfere with the operations of the Center. Exhibits must be free from commercial content, and may not advertise or promote specific products or services. Exhibits must adhere to guidelines detailed in the CfAD Gallery Manual, including safety and accessibility requirements.

### **Access**

Community Gallery exhibits are on view during the opening reception and regular CfAD public hours. However, access is limited when meetings are in progress. Each day, CfAD will post a notice of meetings, noting hours during which the Community Gallery is available for viewing.

### **Publicity**

CfAD communications staff will publicize Community Gallery exhibits as part of our regular bi-monthly communication. Exhibitors may choose to conduct additional outreach via social media, invitations to the opening reception, and targeted media outreach.



**Center for Architecture & Design Community Gallery proposal form**

Exhibition Concept (include attachments if necessary):

Submitter's name:

Phone:

Email:

Affiliated organization/firm/committee:

Proposed Dates for Exhibition:

Alternate Dates:

If traveling exhibition, please include information about prior or future venues and dates:

Potential Public programs: (Lectures, tours, panel discussions):

Equipment/Special needs:

Please include a detailed list of all items to be displayed with dimensions and 3-5 high resolution photographs.