

EXHIBITION INFO



POST CARDS

- Post cards for the exhibition will be printed across the road as they're fast, cheap and good quality.
- 100-150 of each person's post cards. A6, double sided, 500gsm, silk finish will be around the £200 price mark
- front will be individual people's art with back of card having artist statement and smaller pic as well as socials and website info
- A template will be needed to put everyone's designs into. InDesign doc, 2-page a6, 3mm bleed on each, jpeg/pdf save
- portrait or landscape will need to be decided or have two layouts for both
- Post cards will be funded by the money we make for the exhibition

BUSINESS CARDS

- Business cards will be needed for the exhibition. They will be sorted and paid for individually and be displayed along side each artist's work
- Suggested to be sorted at least a couple weeks before the exhibition date as if sending away for them they can sometimes have delays
- Info needed: Name, socials, website, artwork





REFRESHMENTS

- The amount of people attending the opening night will be about 150-200
- Soft drinks and alcohol will need to be sorted
- Cheapest places to get them are Aldi for the alcohol and farm foods for the soft drinks as they can be bought in bulk,
- A mix of beer, wine, cider, and fizzy soft drinks and water
- Plastic cups will need to be purchased
- A bin and bin bags will also need to be provided to help clean up
- Ice and buckets are optional, can be decided closer to the day
- Tables were supplied by the waterfront last year for the refreshments. We will need to confirm if these are available again this year

POSTERS

- Large scale posters for the reception and other areas of the Uni as advertisement
- Here's an example of last years posters in the first-year room for reference of scale needed.
- This can be discussed with teachers to get dimensions etc. covered.
- Banners will be done closer to the time hopefully on the large format printer within uni.





- Banners/posters can be hung or stuck on the brick
- The banners and posters do need to be cut out from the paper they are printed on. Large cutting mats and scalpels as well as meter rulers will be needed for this. Takes about an hour or two for all of them
- There are glass doors along both sides of the walls that will need to be left clear

PRINTS FOR THE STALLS AND EXHIBITION

- People will need to sort and pay for their own prints for stalls, unless we are able to get them free on the large format printers.
- The large format printer in graphic design is currently out of action but will hopefully be fixed by Christmas.
- The photography studio has a printer that we may be able to use but will probably have to pay.
- Team leads will need to contact the **photog technician Sarah Tierny** to ask about availability and if there would be any costs involved in printing.
- We may be able to utilise this for future stalls and the exhibition.
- Last year we also got large format foam board prints done by Harcourt which was funded and organised by the uni. Not sure if this will apply again this year but we can ask Chris.

VENUE



Here's a panoramic of the venue. It's a long room with a wall of windows on one side and brick wall on the other. An entrance at either end.

We will need to go and measure the room to figure out the dimensions and where everyone will be placed. Floor plan.

MEASUREMENTS OF THE ROOM

- Measurements of the room will be required to map out where people will be going.
- This will need a trip to the museum and time to measure

- There are rods along the ceiling that allow for things to be hung.
- Last year we had foam boards with weights at the bottom to stop them swinging
- There was also a couple of 3d pieces of work that were suspended and I'm sure can be done again



THE WATERFRONT SUPPLIES

- (assuming they are the same as last year, this will need to be verified)
- The waterfront museum supplied us last time with 2 solid white movable walls, pictured right
- They also have plexiglass screens 2m-ish tall and 1m-ish wide
- There are plug sockets in the floor along the length of the room on both sides for people if they need tv/computer screens or any other electrical stuffs
- A glass top display table was available too.
- Tables will be supplied for the refreshments on the night.



THE SETUP WE HAD LAST YEAR





ADDITIONAL ITEMS

- Portfolio stands
- Plinths
- Tables
- Post card holders
- Business card holders

Contact technicians in product design to see about having portfolio stands, card holders and plinths made in time for the exhibition. Don't need numbers just yet just need to see if they can do it/how much time in advance do they need to know numbers, if there will be a cost for materials etc.

We already have some portfolio stands from last year, we will need to talk to Chris/Jon about how many we already have and if we can use them again along with tables for the portfolio stands to sit on

We can cheaply make card holders out of old cassette cases, and we can stick them to the wall.



ARTIST STATEMENTS

- People need to write an artist statement. These will be done in class with examples given by teachers, and they need to ok them before we put them to print
- An illustration is also needed to go along with the statement
- This will go on the postcards as well as on a plate by the work for the exhibition

PORTFOLIOS

- Last year people struggled a lot with portfolios, and they were not displayed as well as they could have been. Because of this I want to stress, **read the portfolio guidance on Moodle!** It will help you. Also look for portfolio reviews online and see if anyone would be willing to give you feedback on yours. You need both a physical and online portfolio, not just for the grade but for getting work after uni.

Here's a couple of useful people and videos I suggest.

Soulful Creative – art director on (TikTok)

Forrest Burdett – pinned vid on children's book illustration (TikTok)

Anyakuvarzina – artist and agent lots of helpful tips (TikTok)

Lauren Panepinto – art director, google her lots of info and articles

MANAGEMENT

- Contact the technicians from photog and product design for info on printing and portfolio stand etc.
- Ask Chris/Jon about portfolio stand/small table/other displays availability
- Keeping people up to date on info

DESIGN TEAM

- **5th dec deadline** branding pitch. See info Chris gave out for more details.
- Once it has been decided what the theme etc. is the advertisements and exhibition posters can be made
- Whoever is chosen will then need to ensure their designs are usable across multiple areas, e.g. insta posts, postcards, banners, posters, digital invites etc.
- This can be done by the individual doing the designs or someone helping by emulating them.
- Posters and promotional things for the stalls

TREASURER

- If anyone buys anything for the exhibition e.g., decorations for the night, plastic cups, plastic slips for prints etc they can be reimbursed. (Contact Rachel for this and make sure you keep any receipts/invoices)
- Prints however, will have to be supplied and funded by individuals unless done on the Uni printers
- Any money given as donations will be documented so we know who has given what and in what form (e.g., PayPal or cash)
- If everyone in class gives £30 odd (or whatever they can/are willing to give) we would reach £630 with that alone.
- A link to the paypal will be made available asap

FUNDRAISING TEAM

- Organise stalls in Dynevor and possibly Alex building around public holidays e.g., Christmas, valentines, mothers' day
- Approach galleries such as Glynn Vivian and mission gallery to sell items in their shops
- Ask any cafes if they'd be willing to allow us a table to sell things
- Look into a pop-up stall in Swansea market, see if we can sell some bits there or upland market and marina market
- Contact businesses for sponsors and freebies for raffle
- Get some raffle tickets from WHSmith or other. Whoever buys raffle tickets will be reimbursed
- Put together what will be in the raffle, art/items as well as making posters and posts on socials to get people to buy tickets can also go around uni to sell tickets to teachers and students
- A PayPal link will be posted to teams when the account is sorted (its currently got the old name from last year, I will make a new one if I can't change the name)

WEBSITE TEAM

- Create a website
- Info on the students and images of their work/projects will need to be added as well as linking student websites
- Link to exhibition socials
- Digital exhibition? Need to confirm with chris/jon and see if this is needed or not

MARKETING AND PR

- Radio shoutout
- Local papers and other media, ask them if they'd promote us
- Liaise with design team to create posters to promote the show
- Insta posts, stories, fb posts on the uni pages etc.
- Contact agencies, people for our exhibition to see it and talk about it on their platforms

INVITATION TEAM

- Digital invites for the opening night
- Physical invites for the opening night
- Digital invite for the rest of the exhibition to go on socials and website
- These will be done closer to the event and after the theme and name for the exhibition has been sorted

HOSPITALITY TEAM

- Transportation of drink items to the event needs someone with a car or who can organise a car to pick up drinks from the shops the day of the exhibition
- Soft drinks from farm foods (can be bought in bulk)
- Alcohol from Aldi
- Plastic cups wherever's cheap
- Ice (maybe)
- Tables are provided by the museum, but check to confirm
- Table clothes
- Decorations
- Bins/bin bags

CLEANING

- Bin bags
- Recycling
- Tidying away the tables
- Transportation of any stuff back from the exhibition to Uni or other place

Cleaning will need to be handled by us all at the end of the exhibition opening night.

DAYS AFTER THE EXHIBITION

- 2 weeks of the exhibition with 2 people on the rota at all times from museum opening until it closes. This can be done in shifts and multiple people a day so no-ones stuck there all day. This includes the day immediately after the exhibition (Saturday) 2 people need to be there at the museum opening time to man the exhibition
- A rota will be made closer to the time.
- People need to be mindful of what they are talking about when there as the public will be around and within earshot. No talking about your drug fuelled orgy at the weekend pls.