

## Davis Proposal Submission Checklist & Supplemental Information

DUE Monday, April 13 at 12:00 pm MT. Submit via email to the Davis Gallery  
([davisgallery@du.edu](mailto:davisgallery@du.edu))

- ☐ Application (fillable pdf) - signed
  - ☐ Contact information for exhibition organizer(s). Undergraduate and graduate students must have a faculty advisor
    - ☐ The faculty advisor must send a short email of support/recommendation to the Davis Gallery staff (email) by April 13, 2026
  - ☐ Preferences for exhibition schedule
  - ☐ Exhibition title and statement (can be attached as a separate document)
  - ☐ Object checklist or call for art (see examples below)
  - ☐ Technology needs
  - ☐ Interpretation plan (can be attached as separate document)
  - ☐ Programming plans
  - ☐ Experience and skill set for exhibition organizer(s)

The Davis Gallery Committee will review proposals and contact applicants in April or May, 2026. Finalists will be asked to schedule an informal interview with the Davis Gallery staff. This will allow us to get a better sense of the exhibition and offer a forum for all parties to ask questions. Please note that being asked back for an interview does not guarantee a slot in the exhibition calendar.

Davis Gallery staff will relay recommendations to the Committee, and the Committee will contact applicants with the final decisions and exhibition calendar in May or June.

## **Guiding Principles and Tips for a Competitive Application**

The Davis Gallery is a student-powered initiative for creative projects. The Gallery is oriented towards professional development for curators and Gallery staff. We value collaborative, thoughtful, innovative projects. We welcome a wide range of exhibitions, from more traditional thematic displays using the University Art Collection, to community collaborations, to experimental exhibitions or installations. By providing a safe space to share artwork and ideas, the Gallery hopes to facilitate exciting conversations and opportunities for the DU campus community and beyond.

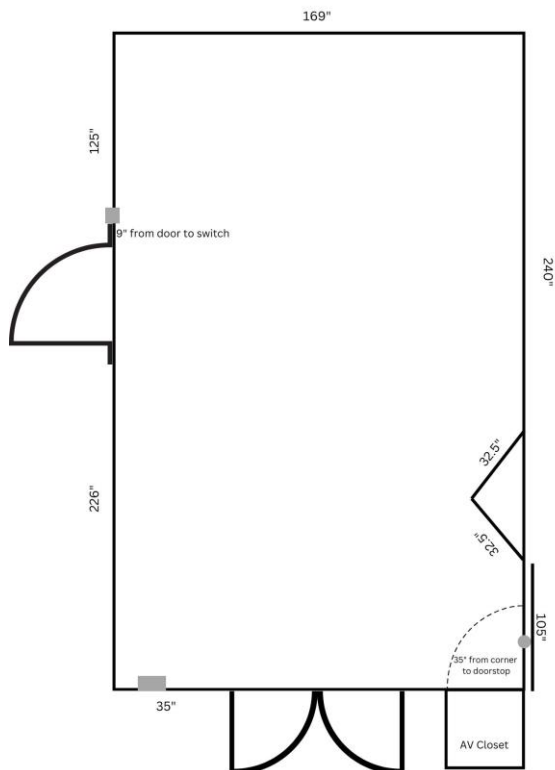
As the Committee evaluates applications, we focus on three areas:

- 1) Logistics - how feasible is this exhibition? Does it fit the abilities and financial resources of the Davis Gallery? The more detail applicants supply about how they will logistically produce their exhibition the better.
- 2) Quality - this is highly subjective. We take into consideration the quality of artworks, curatorial idea, exhibition organization, and the application itself. We recognize that applicants have different amounts of experience with exhibition proposals; accordingly, relative experience is taken into account. We value and want to work with first-time and emerging curators.
- 3) Davis Gallery Values - how well does the exhibition align with the Davis Gallery values?
  - a) Student driven (i.e., student work and/or student organized)
  - b) Community collaboration (i.e., addresses social issues and/or engages cross-departmental partnerships)
  - c) Relevant to the greater DU community on and off campus (student, faculty, staff, alumni)

To help you prepare, particularly regarding exhibition organization and practical development, here is a list of tasks/procedures that the Davis Gallery staff will do for every exhibition. This is not an exhaustive list, but a general set of practices. Staff will meet with all exhibition organizer(s) to evaluate their individual needs.






- Prep gallery (patching holes and painting)
- Print vinyl wall texts
- Update website
- Some marketing and outreach
- Design and print gallery guides/labels
- Assist with poster design, if needed
- Assist with installation
- Provide hanging hardware, select pedestals
- Consult on and approve exhibition layout
- Organize an opening reception, purchase food

### Davis Gallery Floorplan



## Checklist Example



Image	Artist	Title	Date	Medium	Credit Line	Dimensions	Framed Dimensions
	Save Earth Now	Hapsash and the Coloured Coat	1967	Screen print poster	UAC (1993.087)	29 ½ x 19 ½"	
	Bob Schnepf & Thomas Weir	Blue Cheer	1967	Lithograph	UAC (2017.13.12)	11 x 28"	
	Bob Schnepf & Thomas Weir	Jim Kweskin Jug Band	1967	Lithograph	UAC (2017.13.11)	28 x 11 1/8"	
	Victor Moscoso	Matrix, San Francisco	1967	Offset lithographic poster	UAC (2014.5.1)	20 ½ x 14 ¼"	
	Bonnie MacLean	Blue Cheer	1967	Lithograph	UAC (2017.13.4)	21 ¼ x 14"	

## Call for Art Example



# Call For DU Student & Alumni Art!



***“Outdated,”*** is a fashion show style exhibition for student and alumni work to be displayed in the Davis gallery. “Outdated” references both the medium of using up-cycling outdated old garments and objects, as well as the concept of retooling outdated gender constructs which have been perpetuated throughout the history of fashion. This exhibition explores the history of fashion within the realm of how specific silhouettes, patterns, materials, objects, and fabrics have been used as signifiers for the history of evolving gender norms.

The goal is to create nonbinary garments/wearable art objects, which celebrate the shape of the body and person as an individual.



**Do you love  
fashion?**  
Join DU's first on  
campus fashion  
show!

**Requirements For Submissions:**

- ♦ Must utilize recycled/up-cycled materials.
- ♦ Must implement a retooling of gender dynamics referential to fashion history.
- ♦ Must be a wearable art object to be displayed on the body.
- ♦ Must provide model for show. (Can use yourself)

Deadline for Completed Work: October 14<sup>th</sup> 2023

Date of Fashion Show: October 30<sup>th</sup> 2023

Date of Exhibition: October 31 - November 17, 2023

Additional details for exhibition and application can be found on the QR:

For submission of applications, proposals, and additional information contact:  
Sydney.lee@du.edu

