***MA/MFA Show***

***May 17 – June 7, 2014***

Timeline/Deadlines:

Dec/Jan: Sam to coordinate photographer/photography of artwork for catalog.

January 21: First Class of MFA Seminar 691A - 6pm

Jan 21- Feb. 18: Photos of all artwork taken preferably by the same photographer for consistency.

February 19: All artwork for catalog due to Michelle, Jim for designer

(photos, artist statements, essay, logos, list of works, etc)

March 10: First (2-4) digital comps due back from designer.

March 11: Review of catalog cover/ invitation design by Jim, Michelle, Sam and grad students

March 17: Second comps (1-2) due back from designer.

March 18: Final decision for cover and invitation.

April 1: Invitation artwork due to printer.

 Artillery ad due to karen@artillerymag.com

 ArtScene ad due to artscene@artscenecal.com

First comp of catalog due to Jim, Michelle and Sam.

April 14: Invitations delivered to Art Galleries for mailing.

 Catalog artwork from designer due to printer.

Week of April 15: If haven’t done already, contact Jim to discuss your work and installation needs.

May 1: Sam to email list of works including artist name, title and medium to Michelle

Monday, May 12: Catalogs delivered to CSUN Art Galleries. De-install Student Show

Tuesday, May 13: Installation of Grad Show

Wednesday, May 14: Graduate Faculty Walk-Through of installation

Friday, May 16: Complete installation, artwork labels

Saturday, May 17: Opening Reception 4-7pm

May 17 – June 7: Run of the show

Mon. & Tues.June 9-10: All Grads to pick up artwork (NO EXCEPTIONS)

**Gallery staff contact info:**

Jim Sweeters 818-677-3060 jim.sweeters@csun.edu

Michelle Giacopuzzi 818-677-2156 michelle.giacopuzzi@csun.edu