

Guidelines for Art Exhibits in Duke Chapel

Statement of fees:

Currently, Duke Chapel does not have a budget for art exhibition; therefore the Chapel is not in a position to pay exhibitors a fee for displaying artwork. However, the Chapel will make itself available as a venue for exhibits free of charge.

Specifications:

- *Please be mindful that your exhibit will be displayed in a church, during worship services, weddings, funerals, and other liturgical contexts; select content accordingly.*
- It is recommended that displays have 12-24 large pieces that can be displayed down the nave aisles underneath each stained-glass window.
- All prints must be mounted, or framed and matted and must be a minimum of 22"x 28" including the frame. Under special circumstances, free-standing art may also be placed on stands in the Chapel narthex.
- The Chapel is not as well lit as some places; therefore small text is difficult to read. We recommend keeping text to a minimum and having a very large font size, 18-20 pt or above.
- We prefer for exhibitors to install the exhibit under supervision from the convener of the art committee. Please make sure you install on the date that you indicated, and let the Chapel know if there is a change in the date.
- Pieces may be affixed to the wall using 3M or similar adhesive strips, or hung beneath the stained-glass windows using wire. Wire-hung pieces may also be displaying behind the columns on the sides, or with special permission, from the triforium.
- Take down all your material by the date you have scheduled; otherwise it will be taken down by Chapel staff.
- Please send the title of the exhibit and the names of the pieces being displayed, along with a 250 word description of the art two weeks before the show, so the Chapel can make a sign.
- Please create a one-page flyer that includes:
 - A 250 word artist statement. If you need any help writing it, a helpful link is: <http://www.mollygordon.com/resources/marketingresources/artstatemt/>
 - Title of the exhibit
 - Names of the pieces displayed
 - An image of a piece of art from the exhibit

Please direct all correspondence to the convener of the art committee, Joshua Lazard: 919-684-2234 | joshua.lazard@duke.edu.