

BFA Senior Exhibition Packet Fall 2026

A practical guide for planning, promoting, installing, presenting, and closing your senior exhibition

Exhibition	Dates and locations
On view	November 14 through December 2, 2026
Installation	November 10 through 13, 2026
Primary spaces	Todd Art Gallery, Todd 224A; TAG Glass, Todd 224
Artist talks	Todd 204 Symposium - date and time to be confirmed
Community reception	Date and time to be selected with the group and advisor

Purpose

This packet gives Studio Art BFA candidates one working sequence for completing the senior exhibition. Use it with regular guidance from your faculty advisor and the gallery staff. Confirm all dates, design requirements, and approvals before printing or publishing.

Candidates

Candidate	MTSU email
Ashton Lofback	all8b@mtmail.mtsu.edu
Jackson Ellis	ine2c@mtmail.mtsu.edu
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Dox Degan	czd2g@mtmail.mtsu.edu
Abigail Arias	aga4x@mtmail.mtsu.edu

Contacts

Eric Snyder eric.snyder@mtsu.edu | 615-898-5532

Rick Rishaw rick.rishaw@mtsu.edu | 615-898-5653

Gallery layouts: <https://www.mtsu.edu/art/gallery-layout.php>

Start Here

Complete these decisions first. One designated group contact should maintain the shared schedule and confirm submissions with the advisor and gallery staff.

Immediate decisions

- ☐ Visit Todd Art Gallery and TAG Glass and review the floor plans.
- ☐ Decide with your advisor whether the exhibition will be collaborative, individually divided, or composed of solo presentations.
- ☐ Decide whether to use TAG Glass as an extension of the main gallery.
- ☐ Select one or more students to coordinate the postcard and poster.
- ☐ Exchange regularly checked email addresses and phone numbers.
- ☐ Schedule the next group meeting and recurring meetings with the faculty advisor.
- ☐ Confirm the artist-talk date, reception date, reception time, and reception format.

Master timeline

When	Target	Required action
Now	Orientation and organization	Visit the galleries; assign roles; choose the exhibition format; schedule meetings.
By September 19	Eight weeks before opening	Bring images or review work in person; discuss scale, quantity, layout, hanging, pedestals, and technical needs.
By September 26	Seven weeks before opening	Choose the exhibition title; begin the postcard and poster; estimate postcard quantities; confirm reception plans.
Allow at least 5 working days	Creative review	Submit editable promotion files for gallery review, university review, revisions, and publication-number assignment.
By November 7	One week before opening	Submit final artwork list, title-card text, artist statements, biographies, contact information, and at least three high-resolution images per artist.
November 10-13	Installation	Install, light, label, clean, and complete the final walkthrough.
November 14	Exhibition opens	Have all work, labels, and promotional materials ready.
December 2	Exhibition closes	Prepare for removal and cleanup.
By noon December 3	Deinstallation	Remove work, return keys, and leave all spaces clean.

Important: Your faculty advisor or gallery staff may require materials earlier. Earlier confirmed deadlines take priority.

Plan the Exhibition

Work with your advisor

Meet regularly with your faculty advisor. The advisor should be involved in decisions about the amount of work, selection, sequencing, placement, presentation, and installation method.

If exhibiting as a group

- Compare the scale and number of works each artist plans to show.
- Agree on a fair allocation of wall, floor, pedestal, shelf, and projected-media space.
- Develop a cohesive visitor path without forcing unrelated work into a single visual style.
- Assign a lead for scheduling, promotion, reception coordination, installation, and final cleanup.

Artwork readiness checklist

- ☐ All artwork is complete, dry, stable, and ready to display.
- ☐ Each work has a safe and tested hanging, mounting, or presentation system.
- ☐ Pedestals, shelves, power, projection, sound, hardware, and special equipment are identified in advance.
- ☐ Installation methods have been approved when they may affect walls, floors, ceilings, electrical service, safety, or accessibility.
- ☐ Dimensions and installation notes are recorded for each work.
- ☐ The group has a preliminary floor plan and a backup placement plan.

Materials for promotion

Provide the following for university and department promotion. Submit final versions no later than one week before opening unless an earlier deadline is given.

- ☐ At least three high-resolution images per artist
- ☐ Artist statement
- ☐ Short biography
- ☐ Preferred public contact information
- ☐ Correct name and discipline or concentration

Create the Postcard and Poster

Use one coordinated visual system for both pieces. Keep the working files editable so required changes and the university publication number can be added before printing.

Item	Required specification
Postcard	3 × 5 inches, plus required print bleed; gallery covers 50 cards per participant when ordered through MTSU Blue Print.
Poster	11 inches wide × 17 inches tall, plus required print bleed.
Typography	Use ZapfHumnst BT for text associated with MTSU, the Department of Art and Design, and Todd Art Gallery.
Files	Maintain an editable master file in Adobe InDesign, Illustrator, or Photoshop, or another approved equivalent.
Printing	Gallery-funded printing must use MTSU Blue Print. Other vendors are paid for by the students and remain subject to university review.

Required approval process

1. Build the postcard and poster from the current gallery templates and logo files.
2. Proof every name, date, time, location, title, address, and spelling.
3. Submit the editable files and PDF proofs to Eric Snyder for gallery review.
4. Complete revisions required by MTSU Creative Services and receive the publication number.
5. Insert the publication number and obtain final approval before printing or public distribution.

Postcard mailer side

- ☐ Use a solid white background.
- ☐ Keep the right half clear for mailing, except for the approved postage area.
- ☐ Keep the bottom 1/2 inch clear, excluding bleed.
- ☐ Use the current required MTSU, MTSU Arts, Department of Art and Design, Todd Art Gallery, and True Blue marks supplied by the gallery office.
- ☐ Include the complete return address: Box 25, 1301 E. Main Street, Murfreesboro, TN 37132.
- ☐ Place the assigned publication number and required AA/EEO statement in the approved location.
Do not print placeholder text.

Do not use logos copied from an older sample. Request the current templates, wordmarks, disclaimer language, and publication-number format from the gallery office. See the visual-reference appendix for placement examples.

Install the Exhibition

Installation is scheduled for November 10 through 13. Coordinate a work period when Rick Rishaw or another approved gallery representative can assist. Arrange gallery and kitchen key access in advance.

Before installation

- ☐ Confirm the final artwork list and placement plan.
- ☐ Bring all approved hardware, tools, mounts, cords, media players, adapters, and installation instructions.
- ☐ Prepare title-card text and artist statements for production.
- ☐ Confirm lighting, electrical, projection, sound, accessibility, and safety needs.
- ☐ Protect finished work and gallery surfaces during transport and installation.

During installation

- ☐ Work collaboratively and maintain clear walkways and exits.
- ☐ Place completed, installation-ready artwork first. Work arriving late may receive only the space that remains.
- ☐ Ask for approval before drilling, suspending work, using adhesives, altering fixtures, or making unusual installations.
- ☐ Test every media work and provide simple operating instructions when needed.
- ☐ Install title cards consistently and at an accessible viewing height.
- ☐ Remove tools, packing material, cords, fingerprints, dust, and debris before the final walkthrough.

TAG Glass considerations

Installation time in TAG Glass may be more limited than in the main gallery. With advisor and gallery approval, a solo presentation may use the first days of the exhibition period as a visible installation window. Plan for two to four installation days whenever possible and expect adjustments after seeing the work in the space.

Final walkthrough

- ☐ Artwork is secure and level.
- ☐ Labels match the artwork list.
- ☐ Lighting and media are tested.
- ☐ Sightlines and visitor movement are clear.
- ☐ The space is clean and ready to open.

Submit Exhibition Text

Email the final artwork list, title-card text, and artist statement to Eric Snyder and copy Rick Rishaw. Submit them as editable Microsoft Word files no later than November 7 unless an earlier deadline is assigned.

To eric.snyder@mtsu.edu
Copy rick.rishaw@mtsu.edu

Title card format

Line	Content	Format
1	Artist name	ZapfHumnst BT, bold, 12 pt
2	Artwork title	ZapfHumnst BT, bold, 18 pt
3	Medium	ZapfHumnst BT, regular, 12 pt

Jane Doe
Untitled Study 1
mixed media

Artist statement

Keep the statement to a few focused paragraphs. Explain what the work addresses, how material and process support that focus, and what you want the viewer to notice or consider. Use direct language and ask your advisor or another professor to proofread it.

Final proofing checklist

- ☐ Artist names are spelled and presented consistently.
- ☐ Artwork titles, capitalization, media, and dates are correct.
- ☐ The statement is concise and free of spelling and grammar errors.
- ☐ Files are clearly named and identify the artist.
- ☐ The emailed attachments open correctly.

Reception and Closeout

Reception planning

Confirm the reception date and time with the advisor and gallery office. Meet with Eric Snyder to complete any required campus food-permission process before bringing food from off campus.

- ☐ Decide whether the gallery will provide refreshments or the group will supply approved items.
- ☐ Assign responsibility for food, drinks, cups, plates, serving items, setup, and cleanup.
- ☐ Arrive one hour before the reception begins.
- ☐ Plan for overflow in the hallway when a student gallery reaches its 14-person occupancy limit.
- ☐ Remain after the reception until the space and kitchen are clean.

Expense note: The gallery does not reimburse student food purchases. Tell the gallery office in advance if the group intends to provide refreshments.

After the exhibition

- ☐ Remove all artwork by noon on December 3, the first day after the exhibition closes.
- ☐ Remove labels, hardware, packing materials, and personal items as directed.
- ☐ Return gallery and kitchen keys to Eric Snyder or Rick Rishaw.
- ☐ Leave the gallery, preparation areas, and kitchen clean.
- ☐ Collect any work moved to Todd 225 by gallery staff.

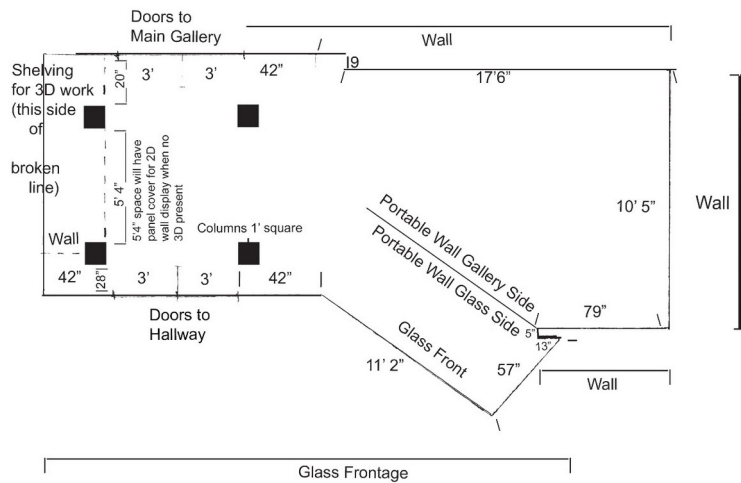
Work left for more than one month after the exhibition closes will be considered abandoned and may become the property of the Department of Art and Design for cataloging, fundraising, or disposal.

Be professional, communicate early, help one another, and enjoy the accomplishment of presenting your senior exhibition. Congratulations.

Gallery Layouts

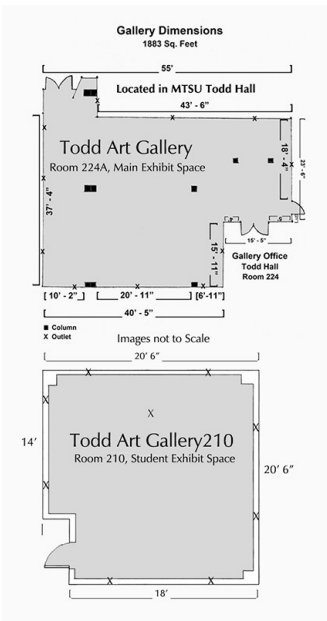
Use these diagrams for preliminary planning only. Confirm measurements in person before fabrication or final placement. Updated layouts are available at <https://www.mtsu.edu/art/gallery-layout.php>.

TAG Glass Todd 224



TAG | West, room 224

Todd Art Gallery Todd 224A



Todd 210 is not available for the Fall 2026 BFA exhibition.

Logo and Identity References

The marks below appeared in the earlier packet and show the kinds of institutional identities that may be required. They are included to help students recognize the components, not as files to copy or reuse.

Sample wordmarks/logos that must be included (below are some but not all add-ons to be provided by gallery office) **Request images when you are ready for their use!**



Before designing

- ☐ Request the current approved logo and wordmark files from the gallery office.
- ☐ Confirm which sponsor, partner, department, gallery, and university marks are required for this exhibition.
- ☐ Use the supplied files without redrawing, stretching, recoloring, cropping, or rearranging them.
- ☐ Follow the current minimum size, clear-space, color, and placement requirements.
- ☐ Do not assume that every mark shown above remains current or required.

Reference status: Historical visual example from the previous packet. Current files and requirements provided by the gallery office control.

Poster Visual Reference

This masked historical poster demonstrates information hierarchy, coordinated imagery, artist identification, event details, and institutional marks. Dates have been replaced with neutral placeholders to prevent accidental reuse. It is not the Fall 2026 template and should not be copied.



MIDDLE
TENNESSEE
STATE UNIVERSITY

I AM *true*
BLUE

ENRICH
YOUR LIFE
Showcase your skills

Todd Art Gallery
Monday–Friday, 8:30 a.m.–4:30 p.m.
Saturday, 11 a.m.–4 p.m.
Todd Hall, Room 224A

DEPARTMENT OF
ART and DESIGN
MIDDLE TENNESSEE
STATE UNIVERSITY

Masked historical example only - logos, typography, hours, and institutional language may be outdated.

Postcard Visual Reference

This masked historical example shows how the postcard front and required mailer side can work as one coordinated piece. Dates have been replaced with neutral placeholders. Use it to understand the layout concept, then build the Fall 2026 card with the current gallery template and approved assets.



Masked historical example only - the current approved mailer-side template may not vary in layout or required typography.

Final One Page Checklist

Use this page during the final two weeks. Initial each item when complete.

Promotion

- ☐ High-resolution images submitted
- ☐ Biography and contact information submitted
- ☐ Postcard and poster approved
- ☐ Publication number and current disclaimer included
- ☐ Printing order confirmed

Exhibition text

- ☐ Artwork list submitted
- ☐ Title-card text submitted
- ☐ Artist statement submitted and proofread

Installation

- ☐ Work complete and display-ready
- ☐ Hardware and equipment ready
- ☐ Placement plan confirmed
- ☐ Gallery access coordinated
- ☐ Labels, lighting, media, and cleaning completed

Reception and closeout

- ☐ Reception responsibilities assigned
- ☐ Food approval completed if needed
- ☐ Setup and cleanup schedule confirmed
- ☐ Deinstallation plan confirmed
- ☐ Keys returned and space cleaned