

Seattle Art Museum

# First Floor Community Corridor

Guidelines and FAQ

## What is the First Floor Community Corridor?

The Seattle Art Museum's First Floor Community Corridor is a free public space dedicated to community building and celebration of the voices and visions of youth (*K-12<sup>th</sup> Grade*), with the exception of the yearly SAM Volunteer Show. The Community Corridor is located on the first floor of the Seattle Art Museum Downtown and links the South Hall entrance (at 1<sup>st</sup> Ave & University St) to the Nordstrom Education Center.

## Who is eligible to display their work?

King County community-based groups, King County non-profit organizations and King County K-12<sup>th</sup> Grade school students are eligible to hang their work in the First Floor Community Corridor.

## Who is NOT eligible to display their work?

The Seattle Art Museum is committed to utilizing the Community Corridor to celebrate student creativity in the visual arts. Accordingly, professional artists are *ineligible* to display their work in this space. Community-based, non-profit and student groups who are selected for display may not promote a showing of their work in the Community Corridor as a Seattle Art Museum sanctioned special exhibition.

## How long will each show be on display in the Community Corridor?

Each display may remain on view anywhere between four weeks to three months. Displays run throughout the calendar year and are scheduled months ahead of the display dates. Duration of each display is subject to this schedule.

## What kind of work may be displayed in the Community Corridor?

Due to space restrictions, only 2-D artworks may be displayed in the Community Corridor. DVD or video work may not be displayed. Work must be mounted on foamcore and/or framed. If framed, glass or plexiglass may *NOT* be used to cover the artwork.

## What are the Community Corridor's display space dimensions?

Seattle Art Museum's Community Corridor has 7 panels for mounting 2-D artworks. Their dimensions are as follows:

1. 96 inches width x 48 inches height (*landscape*)
2. 96" w x 48" h (*landscape*)
3. 40" w x 89" h (*portrait*)
4. 40" w x 89" h (*portrait*)
5. 96" w x 48" h (*landscape*)
6. 47" w x 47" h (*square*)
7. 96" w x 48" h (*landscape*)

Work submitted for display must fit within the parameters of the panels listed above.

## Can I include a sign with information about my display?

Yes- this is encouraged! All signage and labels must be emailed at least two weeks prior to the display's installation. These will be re-formatted in adherence with Seattle Art Museum formatting and style standards, and returned to you via email. We will not assume responsibility for the cost of having a poster or sign produced. Signage must adhere to the Community Corridor criteria and spatial restraints outlined above.

## Are artwork labels necessary?

Yes, labels are required for all artworks displayed in the Community Corridor. Like signage, these must be emailed at least two weeks prior to the display's installation. These will be re-formatted in adherence with Seattle Art Museum formatting and style standards, and returned to you via email. Please have them pre-printed, and bring them with you on your installation date.

## What information should be included on a label?

Please include the title of the artwork, medium, name of the artist and grade and school if applicable.

## When can I install and de-install a show in the Community Corridor?

Due to staffing and museum constraints, installation and de-installation of displays in the Community Corridor must take place on Tuesdays. De-installation will be scheduled to take place in the morning, with installations scheduled for the early afternoon. This schedule is subject to change.

## What will I need to bring when I install and de-install?

Seattle Art Museum will provide you with a tool cart which includes all necessary equipment for mounting a display in the Community Corridor. You will need to bring pre-printed labels, as well as any additional signage (see below for additional information). Please be prepared to fill out an object release form at the museum's Staff Entrance upon arrival of artworks.

## Where will I need to enter the museum?

When you arrive on your installation date, please bring all artwork and display materials through the Seattle Art Museum's Staff Entrance. The Staff Entrance is located on 2nd Avenue between University Street and Union Street. You will check in with Security, fill out an Object Release Form, and wait there for a staff member to greet you.

## What information does SAM need from me?

At least two weeks prior to the display's installation, please email a concise paragraph summarizing your display. You may also include an accompanying image. This image should be high resolution, and at least 150 pixels wide. Please include a credit line. This blurb and image will be used in our website listing and/or promotional materials. This is a great way to generate interest in your display!

## Can I have a reception or opening party?

Yes! Please indicate a range of possible dates for our consideration. Though this reception is yours to coordinate, we have to first make sure that there are no conflicting museum events on that day. Unfortunately, Seattle Art Museum

does not allow *outside food or beverages*. If you would like to have catering at your reception, you must coordinate through TASTE Restaurant. Additional information about TASTE can be found at [www.tastesam.com](http://www.tastesam.com). Please email [tasteevents@seattleartmuseum.org](mailto:tasteevents@seattleartmuseum.org) or call 206.654.1392 if you are interested in requesting catering by TASTE. *Three week* notice is preferred.

## Contact Information

If you are interested in requesting a display date reservation in the Seattle Art Museum Community Corridor, please contact:

**Sarah Bloom**

Manager

Teen, Family and Community Engagement Programs

[sbloom@seattleartmuseum.org](mailto:sbloom@seattleartmuseum.org)

OR

**Lindsay Huse**

Assistant Educator

Teen, Family and Community Engagement Programs

[lindsayh@seattleartmuseum.org](mailto:lindsayh@seattleartmuseum.org)