

## University Center Display Timeline & Checklist

*To accommodate any display/exhibit at the University Center; all of the following items must be in place at least 1 week in advance.*

### Document Checklist

Exhibition Agreement \_\_\_\_\_

### Showcase Timeline Information

Installation Consultation Date : \_\_\_\_\_

Creator Drop-off Date : \_\_\_\_\_

Installation Date : \_\_\_\_\_

Showcase Dates : \_\_\_\_\_

Creator Pick-up Date : \_\_\_\_\_

### Display Piece Information

Exhibit/Display Title:

\_\_\_\_\_

Subject:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Medium: \_\_\_\_\_

Digital Photos (or in person viewing) and Accepted:

*Submit via email: [adejesus@uccs.edu](mailto:adejesus@uccs.edu), Files should be at least 300 dpi. Please be sure to include multiple angles.*

\_\_\_\_\_ Date: \_\_\_\_\_

Final University Center Approval