



THE WHITE BOX
 AT THE UNIVERSITY OF
 OREGON IN PORTLAND
 24 NW FIRST AVENUE

Date Submitted:

Preliminary Project Proposal Form for September 2011 – September 2013*

The White Box is a 1,500-square-foot visual laboratory that allows students, faculty, regional and national communities to research, explore and present global contemporary issues in art, design and architecture. It is comprised of two spaces that can be programmed independently of one another. The White Box, rooms one and two, accommodate large-scale work and group shows (550sq ft each). The Gray Box (600 sq. ft.) is designed to accommodate film, digital projection and experimental sound work, as light and sound can be controlled effectively. The space is also appropriate for intimate installations. The White Box provides professional and technical support for both spaces. Programming encourages curatorial and artistic experimentation.

Who should use this proposal: Any person or body wishing to exhibit in the UO Portland White Box at White Stag. **Students please note:** in most cases, individual student work will be exhibited in the 4th and 5th floor galleries, in Architecture and Allied Arts department spaces. In some cases, student group exhibitions may be mounted in the Commons area or White Box.

Primary Contact Person (First point of contact)

Name: _____ Title: _____

Phone: _____ Email: _____

UO Affiliation (Department or Program): _____

Other Affiliation (If not UO): _____

Faculty Staff Alumni NA For-profit Government Educational Institution
 Current UO Student, rank: _____ Not-for-profit Community Group Other: _____

If Student, Faculty Sponsor Signature Here: _____

Project Type: Video Sound Exhibition Performance Installation Other: _____

Partners/Co-Sponsors: _____

Working Title: _____

Preferred Dates: _____ Are these dates time sensitive?
 If yes, please describe why: _____

Brief Description/Abstract (Type of material, general number of works and description of content): _____

Secondary Contact Person (Second point of contact in case primary contact is unavailable)

Name: _____ Title: _____

Phone: _____ Email: _____

*Please note that Spring Quarter (May 25 - June 30) is reserved for the University of Oregon Digital Art BFA student exhibitions.



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When submitting a Preliminary Project Proposal to The White Box, please include the following information:

1. This Preliminary Project Proposal Form.
 2. 5-10 sample images or video (up to two minutes long), or provide a URL where these can be viewed. Accepted file formats for images are JPEG, PDF and TIFF. Videos should be submitted in DVD format. Images should be formatted so the longest side is set at 1920 pixels and the resolution is 72 dpi. Please save images at highest quality.
 3. A description (500 words or less) that addresses the following questions:
 - a. What is the proposed content and concept for the project?
 - b. Is this a solo project? Would you be willing to be part of a larger project/group show?
 - c. The Space can be configured in many ways. How much estimated floor space, wall space, feet of running feet (for wall-hung work), square feet or cubic feet do you need?
 - d. What physical requirement will you need for mounting, electrical, additional walls, pedestals, climate control, and security requirements?
 - e. Does your project include a curricular component? Please describe.
 - f. Is there a program or event component to your project? If so, who is your anticipated audience and how will they learn about it?
 - g. How will the works be shipped or delivered to the White Box?
 - h. Is there insurance arranged for this exhibition? If so, list name of insurer and estimated value of work. If not, the White Box will provide State insurance with maximum coverage for a single artwork at \$250,000. A \$2,500 deductible is the responsibility of the Exhibitor.
 4. A short statement (250 words or less) explaining how the proposed project ties into the vision and mission of the White Box and how it is related to the UO, the UO Portland public programs, or our surrounding community.
 5. A short statement (100 words or less) explaining how your proposed project will be accessible to people with disabilities. If appropriate, please indicate whether or not you would be willing to contribute to a touch tour exhibition (e.g. if your work is made of fabric, a swatch that can be touched).
 6. A description of a funding plan including:
 - a. estimated budget using the White Box Project Budget Form (Page 2)
 - b. committed funding sources and status of pending funding sources
 - c. anticipated in-kind donations
- A completed Project Budget will be required for all exhibitions. The White Box provides space, staffing, programming promotion and limited insurance for collections, with a \$2,500 deductible (the responsibility of the Exhibitor). All exhibition related expenses are the responsibility of the exhibition proposer. This includes but is not limited to: shipping, transit insurance, paid promotion, receptions, travel accommodations, printed media, and a 15% (of over-all budget) administrative fee. The White Box Coordinator and Advisory Committee will offer assistance in identifying potential resources as is appropriate. Specifically through advice and resources regarding grants, corporate and academic sponsorship.
7. A one-page CV or resume.

Please note: If accepted, a finalized exhibition budget with funding confirmation is required six months prior to exhibition, some exceptions may apply. A completed and signed Loan Agreement or Liability Waiver will be required two months prior to exhibition. Artwork must be professionally evaluated, and valid insurance documents will be required. Liability waivers will be required if the exhibit contains student work or work that cannot be professionally evaluated and insured.

Proposals for 2011-2013 should be postmarked or sent via e-mail by April 18, 2011 to:
UO in Portland / The White Box / 70 N.W. Couch St / Portland, OR 97209
whitebox@uoregon.edu

Applicants will be contacted no later than May 2011. All project proposals will be kept for future reference.
For more information, floor-plans, mission and policies contact whitebox@uoregon.edu



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The White Box - Project Budget Form September 2011 – September 2013

Name: _____ Phone: _____

Project: _____ Email: _____

ANTICIPATED EXPENSES

Category	Budget
Pre & Post Shipping	
Crating	
Transport	
Insurance	
Contracted Installation Labor	
Installation Materials	
Strike Labor Hours	
Added insurance during Exhibition	
Contracted Restoration Labor	
Restoration Materials	
Reception	
Honorariums	
Artists Fees	
Travel Accommodations	
Documentation	
Catalog	
Exhibition Signage/Posters	
Advertising	
Mailings	
Printed Materials	
Other:	
Other:	
Other:	
TOTAL EXPENSES	
%15 Administrative Fee	
GRAND TOTAL	

ADDITIONAL SOURCES OF FUNDING/OTHER FUNDERS/IN-KIND DONATIONS/MATCHING FUNDS

Source	Amount	Status (Committed or Pending)
TOTAL INCOME		