

# Seegers Union Light Lounge Gallery Exhibit Protocol

## Muhlenberg College

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### I. Purpose and Overview

The Light Lounge offers a central venue to expose our campus community to current local and global issues through exhibits. The space is scheduled through the Office of Seegers Union and Campus Events following the same protocols for scheduling space on campus and in consultation with the Director of Seegers Union and Campus Events.

### II. Policy

Pieces must be professionally produced and mounted on foamcore.

Pieces may not be larger than approximately 5'w x 6'h.

Inventory of works in the exhibit should not exceed 12-14 pieces, based on size. A double-sided descriptive panel, 24"w x 36"h minimum with large print, is required, to be hung from the skylight in the Light Lounge.

Exhibits should be hung for a minimum of two weeks, and a maximum of four weeks.

Concept is to be reviewed with and schedule must be approved by the Office of Seegers Union & Campus Events.

### III. Questions or Comments

Questions or comments should be referred to the Office of Seegers Union and Campus Events at 484-664-3494 or [TeamSeegers@muhlenberg.edu](mailto:TeamSeegers@muhlenberg.edu).