

## Community Gallery — Label Specifications

The Museum produces labels for Community Gallery exhibitions, but **the text must be submitted to the Museum 2 weeks in advance.**

All labels should be 18 point type at minimum, justified left, and in a Word document (no tables, please).

There are two kinds of labels needed for your exhibition. Please follow the directions below for each kind.

1. **Introductory label** (required)

This label describes the exhibition, which might include how it came about and how it is organized.

Please limit this label to 250 words or less.

2. **Object Labels** (required)

Please use a ½” left, top, and bottom margin, and right margin, format the page for two columns, and leave three spaces (18 pt.) between labels.

Each artwork must have an object label that lists the following information in the following order:

**Artist’s name in bold face**

*Title of artwork in italics*, Year created

Media

School, grade level, or troop number *if* more than one are exhibiting

Example:

**Jane Doe**

*Sunrise over New York*, 2013

Watercolor and oil pastel

[Fitchburg High School, ninth grade] – *only if there are a variety of schools/youth organizations/artist groups and age groups exhibiting at the same time.*

The Museum reserves the right to edit all labels.