

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, 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” margins on all sides, 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.*

If you would like to include a brief statement about the artwork, add this statement in paragraph form below the above information. Please limit these statements to 100 words per label.

All labels should be submitted electronically to lhowick@fitchburgartmuseum.org or another specific museum staff member. FAM reserves the right to edit all labels.

Questions? Please contact Laura Howick, our Director of Education by phone 978-424-4505 or by email at lhowick@fitchburgartmuseum.org.