

5. Label Specifications

The Museum produces introductory and object labels for Community Gallery exhibitions. All text must be submitted **three weeks in advance of the installation date.**

Please follow the directions below for introductory and object labels. All labels should be 18 point type, justified left, and in a Word document. No tables, please.

1. **Introductory label** (required)

This label describes the exhibition. It might include information about the school/ organization, how the exhibition came about, and how it is organized. Please limit this label to 250 words or less.

2. **Object Labels** (required)

Each artwork must have an object label with the following information in this order:

Artist's name in bold face

Title of artwork in italics, year created

Media

School, grade level, or troop number*

*only include this information if there is a variety of schools/organizations and age groups exhibiting at the same time)

Example:

Jane Doe

Sunrise Over New York, 2013

Watercolor and oil pastel

Fitchburg High School, ninth grade

Formatting: Use 1/2" margins on all sides, format the page for two columns, and leave three spaces (18 point) between labels. If you would like to include a brief statement about each individual artwork, add this text in paragraph form below the above information. These statements are limited to 100 words per label.

All labels should be submitted electronically to education@fitchburgartmuseum.org. FAM reserves the right to edit all labels.

Questions? Please contact education@fitchburgartmuseum.org.