

Guidelines for organising exhibitions in the Atrium Gallery at LSE

Introduction

- All administrative and organisational aspects of exhibitions held in the Atrium Gallery, Old Building are the responsibility of the LSE department which wishes to hire the space from LSE Arts.
- Funding for all exhibition costs is the responsibility of LSE department which wishes to hire the space from LSE (see Appendix 1 for estimated costs).
- LSE Arts offer a limited amount of administrative support via the part-time Arts Assistant.

Booking the Atrium

- The Atrium Gallery needs to be booked for exhibitions through Arts (arts@lse.ac.uk). Exhibitions will ordinarily be expected to run for between 4 to 6 weeks during term time.
- The Atrium is used by Student Services for enrolment (which takes place, roughly speaking, from mid-August to the end of October) and graduations (in both July and in December). Therefore, the Atrium has limited availability during these times; please keep this in mind when thinking about desired dates for the exhibition.

Planning an exhibition (after proposal acceptance)

Whilst exhibitions invariably come in different forms and require different levels of planning, funding and organisation, it is recommended that formal organisation of exhibitions should commence a minimum of two months prior to its scheduled opening. This will allow sufficient time to coordinate delivery of exhibition, related events, design production and dissemination of publicity. For example, if you are planning an exhibition to take place in November, then planning should begin no later than September. However, LSE Arts strongly recommends that you already have a concrete plan for your exhibition at the time of the proposal to better inform the proposal approval process.

Prior to deciding whether an exhibition should take place in the Atrium, it is useful to assess whether:

- It will fit in the Atrium (see gallery plan – Appendix 2). Note that the two display cases cannot be moved. We highly recommend incorporating them into your design, so that they are not left empty during your exhibition (you can place items inside or place posters around the outside).
- The material to be displayed is suitable in terms of value and content (**NOTE:** the Atrium does not have dedicated security or invigilation. This may affect content selected for exhibition and the way in which items are securely displayed.) This proposed content should be described in the exhibition proposal to better inform the approval process.

It's useful to internally **set a timescale** to produce all aspects of the exhibition including:

- Selection of exhibition content
- Delivery/storage of exhibition at LSE
- Confirmed dates for exhibition (including installation, reception and demounting)
- Deadline for exhibition copy for website
- Publicity distribution

Liability & Insurance

- It is the responsibility of the Organiser/s of an exhibition on any premises owned or controlled by LSE ('the Exhibition'), to arrange and pay for any insurance cover for the Exhibition, and any exhibits and/or other property in it.
- LSE will neither accept any liability for, nor indemnify the Organiser/s or any other party against, any damage, harm or loss (including legal or repair costs) because of, or in relation to, the Exhibition or exhibits and/or property in it.
- The Organiser/s will indemnify LSE against any damage, harm or loss (including legal or repair costs) that is incurred by LSE because of, or in relation to, the Exhibition.
- Any questions on insurance matters should be sent to the Head of the LSE's Legal Team (currently Geraldine Ismail at g.ismail@lse.ac.uk).

Terms and Conditions of use

- Once the exhibition has been approved, you will need to agree to and sign the Atrium Terms and Conditions of use **no later than six weeks prior to the installation of the exhibition**. This is to ensure all parties involved have a clear understanding of their respective organisational and financial responsibilities regarding an exhibition.
- The exhibition opening statement should also include a list of exhibition content and a schedule of deadlines agreed in advance.

Exhibition Costs

- Please note there are no dedicated sources of funding within LSE for art exhibitions.
- These can vary widely depending on the nature of the exhibition. Is new work being commissioned, fabricated? Or is the exhibition ready for display?
- Minimum costs for an exhibition include the cost of the technician for the installation (£275 per day, typically amounting to £825 total for a two-day installation and a one-day deinstallation) and the cost of the wall repaint (£605 + VAT). These minimum costs are accurate as of February 2025 and are subject to change.
- When applicable, any logistical costs pertaining to an exhibition public lecture or launch event are to be covered by the exhibitor.
- POs for the Arts Technician and the wall repaint should be raised in advance of the exhibition installation and it is the exhibitor's responsibility to ensure that all suppliers are paid in full.

Approval

- The organiser will clear all proposed parts of the exhibition with LSE Arts **at least 6 weeks prior to the exhibition installation**. This includes the signature of the Atrium Terms and Conditions of use and the submission of a Statement of Exhibition checklist with all included components of the exhibition.
- LSE reserves the right to reject any part of the exhibition, before or during the exhibition, at its discretion. This will normally only be done to avoid damage to the reputation of LSE or to avoid severe offence to viewers.

Copyright & Marketing

- The Organiser gives LSE Arts the right to use images from the exhibition to promote both the exhibition and the work of LSE Arts.

- LSE at its discretion may aid the promotion of the exhibition through such means as the LSE website and various LSE newsletters.
- The Organiser must include the following text any promotional material, and the introductory boards for the exhibition **“This exhibition is in association with LSE Arts”**.
- Any advertisement for the event (including invitations for any reception etc) must contain the LSE logo* in approved form (this can be supplied by LSE Arts).

Design

The Design Unit (DU) may be used by internal LSE departments and has a template for invitation cards to receptions (if one is planned – see Appendix 3). This means it should be relatively straightforward dropping in copy for exhibitions. Ideally, the entire design work for an exhibition should be booked in with DU no less than 3 months in advance. Costs of such design work are not included in the cost estimates (see 1) and are to be discussed with the DU directly.

Design for exhibitions ordinarily includes:

- Introductory text panel (usually A1) which should include the LSE Arts logo
- Production of captions for artworks (known as ‘rubdowns’). These are typeset by DU and produced by Approved Creative Solutions (DU have all contact details for printers).
- Alternatively, DU can produce in-house paper captions.
- Production of an eps file for exhibition signage in the form of vinyl lettering (can be supplied by sales@completestudiographics.co.uk). An eps file makes it easier for the supplier to provide lettering as designed by DU. The running space available for this is approximately 2.77m, and the ‘Atrium Gallery’ sign is approximately 2m in length. The cap height of letters can vary depending on the length of the exhibition title. It is recommended that this should be between 20cm and 100cm.

Equipment

- LSE Arts has some tools, including: a spirit level, wire and various screws, paint brush, ladders, packing tape, extension leads, limited Velcro, cloths to protect the floor during installation. All necessary materials for the installation are to be discussed beforehand with the technician and the exhibitors.
- Any use of audio-visual materials will require direct coordination with DTS. Please use the blueprint of the Atrium Gallery (see Appendix 2) to learn about the location of plug sockets. Any audio components will have to include headphones, attached to the exhibition in some way, and cannot be played out loud into the Atrium Gallery space.

Installation

- The exhibition will be installed between 9am-5pm, this is usually completed on Saturday and/or Sunday prior to a Monday opening. Deinstallation of an exhibition typically takes place on the Saturday (9am-5pm) after a Friday closing.
- Mounting and demounting of exhibitions takes place outside of office hours, due to noise pollution affecting staff in the Student Services Centre (i.e. at the weekends or after 6pm during weekdays). Occasionally we can deinstall on a Friday after 3pm.
- On the day of the installation, all art pieces must be already prepared and ready to install. The LSE Arts team has limited storage room available for such items and exhibitors are highly recommended to store their art pieces elsewhere.

- As the Atrium is frequently used for other receptions and events, the installation period and any proposed events linked to the exhibition should also be booked through arts@lse.ac.uk. The Atrium Gallery is frequently used as a reception space across the School and you should not assume it will be free every night during your exhibition.
- Please note that most exhibitions can be mounted using double sided velcro (depending on weight and size the exhibition parts are), you will need to provide this. The particular type of Velcro to be used in the exhibition can be discussed with the LSE Arts team and the arts technician prior to the installation.

Technical

- All exhibitions are to be installed and deinstalled by the LSE arts technician. If you need to use external installers instead of the LSE arts technician, you must put a case forward as to what you intend to do. All exhibition organisers should factor the LSE arts technician fee into their budget (£275 per day).
- The Atrium Walls are constructed from MDF backing covered with plasterboard. This means it is relatively easy to hang both lightweight and relatively heavyweight items using appropriate size wood screws.
- Internal contractors for Estates will repair/repaint the Atrium wall between exhibitions. You need to book this through the LSE Arts office. They charge approximately £605 + VAT. Please note repair/repainting of the wall **must** be done through Internal Contractors/Estates.
- When you de-mount the exhibition, you need to remove all hooks/Velcro etc from the wall yourself. The wall must be a blank canvas for the re-paint. The LSE arts technician will be available to assist with the deinstall.

Public Lectures

- Exhibitors can consider the option of holding a public event at LSE. This should be included in the exhibition proposal.
- The exhibitor must contribute to any associated logistical costs of running this event.

Receptions (optional)

Date and time:

- The date for receptions is ordinarily set in advance of all publicity being produced. You must contact lse.roombookings@lse.ac.uk and cc arts@lse.ac.uk to book the atrium for the evening for the reception (as it is frequently used as a reception space across the School, you should not assume it will be free every night during your exhibition).
- You also need to email Student Services (Jacqueline Dudmish) at j.dudmish@lse.ac.uk to ensure that the space is not being used by the SSC during a desired reception.
- Duration of receptions vary depending on the event but they should not be scheduled to begin earlier than 7pm (due to Student Services working). Catering will set up 30 minutes prior to start.

Catering:

- Only LSE's internal catering division can provide refreshments and food for receptions held at LSE.
- Catering for the Atrium receptions can be ordered through the online catering system (you can find menus on the catering [homepage](#)). It should be booked at least 10 days prior to reception.

- Payment can be made by an internal department.

AV:

- If your reception will include speeches, please ensure you book a PA system to be set up via contacting dts.teaching.support@lse.ac.uk

Stewards:

- If your reception is to be a guest list only event, then you can hire stewards to assist should you wish. Stewards are charged at £19 an hour, min. 3 hours). Please request stewards via the following link:
<https://info.lse.ac.uk/staff/divisions/communications-division/events-office/information/steward-request-form>

Documentation

- Keeping a record of all exhibition activity may be useful as this may form the basis for seeking future funding for exhibitions.

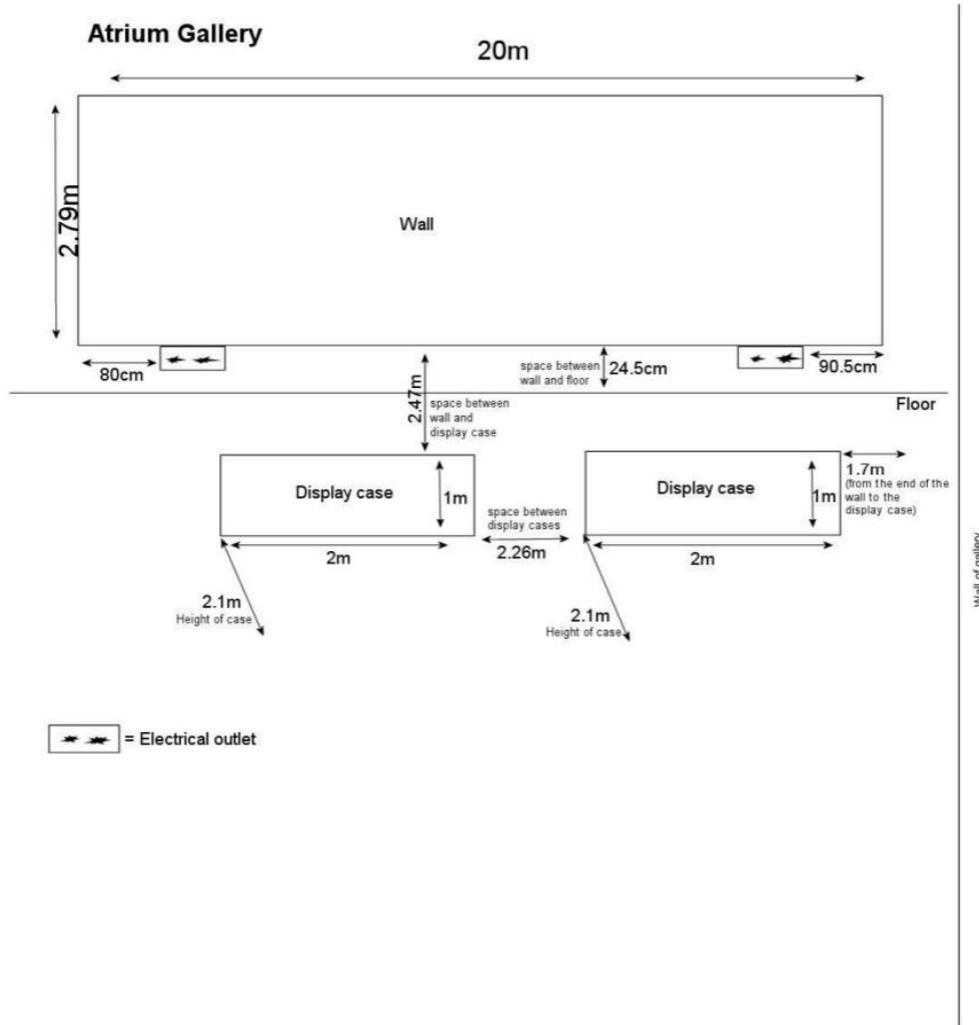
Costs (please note these are just estimated and are subject to change. Costs marked in yellow are the 'basic' costs that need to be covered for all exhibitions). The cost for design and publicity have been separated and are based on estimates of LSE internal productions.

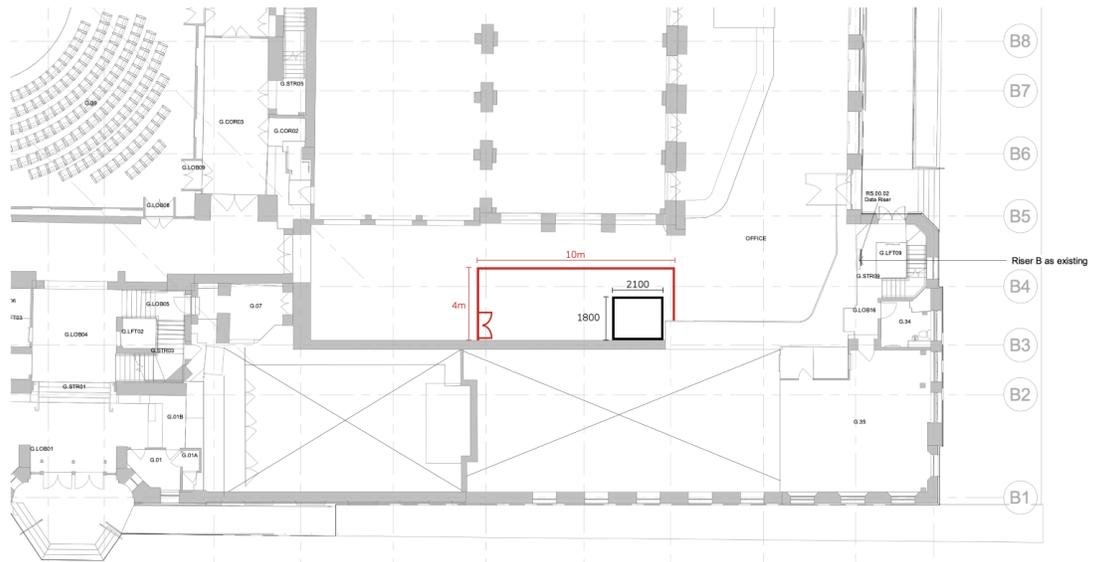
Estimated Core costs template for all Atrium exhibitions (excluding production) LSE recommended facilities		
Technical		
Arts Technician	3 days at £275 per day	£825
Estates – Painting*	Repaint of Atrium wall	£605 + vat
	TOTAL	£1,430 + VAT
Non-Core approximated costs		
Exhibition preparation		
Equipment for AV (headphones, USB drive for content, etc)		£100
Foamboard signage (photo captions, text, etc)		£300
Printing and mounting of photos		£1600
Velcro for mounting		£150
General		
Liability insurance		£310
Publicity of exhibition		£200
Exhibition Reception		
Food for 60 (LSE Catering)	R2 code (see website)	747.60
Stewards for Reception £19 per hour	(2 stewards, 3 hours @ £19)	114.00
	TOTAL	£3521.60
Estimated Total for All		£4951.6

*Please note that the estimated atrium repaint costs increase on 1st August annually by roughly 5%.

APPENDIX 2

Please note that as of Autumn Term 2025, the Atrium Gallery will have a lift included. As such, the two diagrams below include the former blueprint of the Atrium Gallery and the proposed location of the lift. Please note that the red area in the lift blueprint is purely for the construction works and thus won't effect any proposed exhibitions.





APPENDIX 3

Examples Design for invitation cards

