



1

### Start Early

Good organisation is everything. Start planning as soon as possible. The final year is very short and everyone has so much work to do, so every day counts. Before you know it, the degree show will be upon you!



2

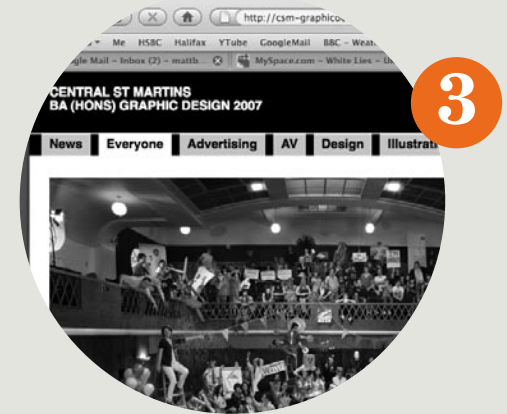
### Fundraising

To find sponsorship for drinks etc, you should start in September. If you want companies to give you money, talk to them as early as possible, as they often allocate their money for sponsorship a year in advance.



### Create a website

Create a site a few months before the show, allowing people to upload their portfolio images and post messages on a blog. You can use this to communicate with each other and chart your progress. Tie the site design in with the catalogue design to help reinforce the identity of the degree show.



3



## HOW TO STAGE A DEGREE SHOW

Matt Bucknall, one of the organising team behind the Central Saint Martins College of Art & Design Graphic Design degree show of 2007 shares with ARTS THREAD his top 6 tips on staging a degree show.



6

### Business cards

Save money by getting together with some friends to share a printing plate. You will need to agree on the same paper stock and printing method. Remember to include a small image of your key piece—it helps visitors to remember your work.



### Exhibition space

Find out in advance what you can/cannot do with the space and budget for any extra work required e.g. screens or lighting. Aim to give everyone the same amount of space and organise it in the way it appears in the catalogue—keeping all works from one discipline together.



5



4

### Create a catalogue

Aim for a format that allows the work to speak for itself and give every student the maximum amount of display space. Collect the text through the site, using a log-in system that allows people to type in or copy and paste their text including contact details. It's important to stress that it's each person's responsibility to ensure their images/text are correct.

