

How to Guide

Tutorial and Tips for Posting Events to the TFAP Calendar

CALENDAR & ARCHIVE ELIGIBILITY:

- All visual art media are eligible for inclusion in this calendar of contemporary feminist art events.
- This is NOT an artist registry; Listings can include but are not limited to exhibitions (solo or group), films, lectures, panels, performances, publications, classes, symposia, etc.
- Listings with feminist art content, feminist intent, or work by any individual or group of women of all gender expressions are eligible for inclusion.
- The TFAP Calendar/Archive especially seeks to include activities that look at the broader question of the impact of feminism on the art world, feminist content in art, and feminist analysis in art and art history.

CALENDAR TIPS:

- Each event is reviewed by staff, so it may take up to a week for your event to appear in the calendar.
- If your event or exhibition takes place at multiple venues, create a new event for each venue.
- For **Call for Entries**, **Call for Papers**, or **Job/Internship** postings – please list the event dates as the dates that you will be accepting submissions/applications NOT the dates of the exhibition, symposium, publication, job start date, etc.
- If the country your event takes place in is not listed, please email tfap@cwah.rutgers.edu.
- If you would like to edit or have additional information to add to an existing entry, please send updates in an email to tfap@cwah.rutgers.edu with the subject “TFAP Calendar Edit” be sure to include the event title and date!

THE FEMINIST ART PROJECT PHYSICAL ARCHIVE:

Remember to send materials to the archive after posting your event to the calendar! Sending materials for the archive is not required to post events to the TFAP Calendar, but we highly encourage you to send any archival materials you have to be included in the TFAP Archive, which is housed in the Miriam Schapiro Archives at Special Collections and University Archives, Rutgers Libraries. The Feminist Art Project Calendar and Archive is the only comprehensive, searchable, virtual and physical repository of contemporary feminist art activities across varying media and from all over the world!

Suggested materials for submission to the archive:

- Exhibition catalogs
- Postcards, brochures, and other publicity materials
- Press articles (can be printed from the internet)
- Any other ephemera related to the event on the TFAP Calendar

Send archival materials to:

The Feminist Art Project Archives

Rutgers University

640 Bartholomew Road, #125A, Piscataway, NJ 08854

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HOW TO POST EVENTS:

1. Please check the calendar to make sure the event you are adding is not already listed! Visit feministartproject.rutgers.edu, select **Search the Calendar** in the navigation menu. You can search by title or description keyword, dates, event type, or location (select country first to get list of states).
2. Select **List an Event** in the navigation menu, and **Login** to create a new event. If you do not already have an account you can create one for free!
3. Fill in the **Submit a New Event Form** and click **Submit** once completed:

Submit a new Event

* Title: Guerrilla (And Other) Gii

* Start date: February 3 2017

End date: July 30 2017

Time: Mon-Fri 10am-5pm; Sat 12-5pm; Closed Sun

* Event Contact: info@zimmerli.rutgers.e

* Email: info@zimmerli.rutgers.e

Venue (Event Location): Zimmerli Art Museum

* Venue Address 1: 71 Hamilton Street

Venue Address 2:

Venue Address 3:

* Venue City: New Brunswick

Venue State: New Jersey

* Venue Zip: 08901

* Country: United States of America

* Phone: 848-932-7237

URL: http://www.zimmerlimu

* Description: Through their use of bold graphics, statistics, and irreverent humor, the Guerrilla Girls have been exposing inequalities within the art world (and the world) with witty posters, performances, and guerrilla tactics

* Event type: Exhibition

Submit Event

One day events will have the same start and end date.

The "Time" field does not accept any formatting!
We recommend using commas, semicolons, or periods to separate information.

The **Event Contact** and **Email** should list the name and/or email of a person at the Event Venue who can answer questions about the event.
If there is no specific person to be contacted about the event, you can put the venue's email address as the **Event Contact** or put "N/A".

Any email address put into the **Email** field will NOT be visible to the public!
This field is for internal use only in case we need to contact someone about this listing. If you would like to include an email contact for this event, please include it with the **Event Contact** (ie: Jane Doe, jdoe@mail.com).

Venue name, address, and phone number.
If your event takes place online or there is no contact phone for the event, you can fill in the mandatory fields with N/A.

Website for the event or venue.

The **Description** field does not retain any formatting such as line breaks, bold, italics, links, etc.
Staff members review and edit every submission, trying to add in paragraphs and other formatting as necessary.

Choose the event type that best describes your event.