

# EXHIBITION PROPOSAL



## Contact Information

Last name:	First:
Street Address:	Apartment/Unit:
City:	State: ZIP:
Contact Number:	Email: Website:

## Exhibition Details

All Galleries are booked in advance; schedule considerations and locations are subject to change at the discretion of the committee.

Proposed Title:			
Curator/Artist (s):			
Exhibition Space:	<input type="radio"/> Anderson	<input type="radio"/> Maxwell 2fl.	<input type="radio"/> Maxwell 3fl.
	<input type="radio"/> BDR	<input type="radio"/> Grounds:	<input type="radio"/> Other:
Calendar Year: 20____	<input type="radio"/> Fall	<input type="radio"/> Spring	<input type="radio"/> Summer
	<input type="radio"/> Academic Year		
Has this exhibition been previously shown? (If so, please list recent venues and dates below)			
Has this exhibition been proposed to other venues? (Please list)			



**Proposed Public Programming and Target Audience**

Please list ideas for programs related to the proposed exhibition:


**Catalog**

If proposing a catalog please include a description:

Essayist name:	
Approximate length of essay:	
Number of pages:	Number of images:
Any other components (e.g. bios, checklist):	

**Proposed Funding**

Please list potential sources of funding:


## Proposed Budget

Budget Item	Anticipated Cost
Exhibition furniture	
Shipping	
Installers	
Supplies	
Fine Arts Insurance	
Catalog	
Brochure	
Equipment	
Travel	
Research	
Programs	
Marketing	
Other	
1.	
2.	
3.	
4.	
Total Anticipated Costs	

## Materials Checklist

Please include the following materials with your proposal:

- Completed Exhibition Proposal Form
- Press materials and/or catalog related to the proposed exhibition (if applicable)
- Curator's Resume/CV with a list of previously curated exhibitions with brief descriptions, images, list of publications, samples of written materials
- List of Artists under consideration
- Artists' Resume(s)/CV(s), Statements and Press Materials/Catalogs
- CD with JPEG files of proposed works to be included in the exhibition. Please include a minimum of five
- Annotated list of images that corresponds with CD. Please include artist's name, title of work, date medium, dimensions, value and owner, if applicable
- If catalog is proposed, Essayist CV if different than curator

All material should be sent to:

University Exhibitions Committee  
Moakley Center, Room 213  
100 Burrill Avenue  
Bridgewater, MA. 02325