



## Exhibit Proposal Form

|   |                                     |                               |
|---|-------------------------------------|-------------------------------|
| <b>Contact Person:</b>  |                                     |                               |
| <b>Curator(s):</b>  |                                     |                               |
| <b>Organization:</b>  | <b>Address:</b>                     |                               |
| <b>Phone</b>  | <b>Email Address:</b>               |                               |
| <b>Proposed Exhibit Title</b>   |                                     |                               |
| <b>Proposed Exhibit Location(s)</b>   | <b>Alternative Exhibit Location</b> |                               |
| <b>Proposed Dates</b>   |                                     |                               |
| Installation Date(s) _____  | <b>Duration of Exhibit</b>          | De-installation Date(s) _____ |
| Installation Time _____   | From _____ to _____                 | De-installation Time _____    |
| <b>Exhibit Content</b>  |                                     |                               |
| <p><b>On a separate sheet, describe the exhibit goals, the key messages or content the exhibit will cover and convey to the public, and identify the target audience. Provide detailed list of items on display.</b></p>  |                                     |                               |
| <b>Physical Details of the Exhibit</b>  |                                     |                               |
| <p><b>On a separate sheet, provide the following details:</b></p> <ol style="list-style-type: none"> <li>1. Describe type of items (e.g. paintings, sculpture, artifacts, and photos).</li> <li>2. Number of items to be included in the exhibit.</li> <li>3. How large is the exhibit (estimated linear feet or square feet)?</li> <li>4. Are there any special environmental considerations (e.g. light levels)?</li> <li>5. Is the exhibit crated? Please describe the crating.</li> <li>6. Delivery date and time.</li> <li>7. Will storage space be needed?</li> </ol> |                                     |                               |
| <b>Exhibit Publicity</b>  |                                     |                               |
| <p><b>Please list any associated receptions and/or activities (opening party, lectures, etc.) and their associated website link if available.</b></p>   |                                     |                               |

**IMPORTANT INFORMATION**

- The library is not responsible for security related to the exhibitor's display.
- The library accepts no responsibility for loss or damage to the exhibits at any time while on library premises or while being shipped to or from the library.
- All exhibitors must read the state library's exhibition policy and fill out the applicable forms before an exhibit's approval and installation.

Proposal Submitted by (Print Name) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Submit Exhibit Form**

After completing your proposal form, please sign and submit to the Museum Curator. (Make a copy for your records)  
All questions and concerns can be addressed by the Curator.

**APPROVAL**

**THIS SECTION IS FOR LIBRARY USE ONLY**

Signature and Approval by Museum Curator \_\_\_\_\_

PRINT NAME \_\_\_\_\_ Date \_\_\_\_\_