

Exhibit Proposal Form

| | |
|---|--|
| Working Title: | |
| Host Institution: | |
| Curator: | |
| Dates of Exhibition: | |
| Type of Exhibition: (temporary, traveling, etc.) | |

1. What is the statement of purpose? State the “big idea” behind the exhibition.

2. What was your inspiration? (book, article, event, artifact, etc.)

3. What will the museum accomplish with this exhibit? (in terms of mission statement, exhibit policy, potential to raise public awareness, etc.)

4. How is the subject relevant and applicable to the museum visitor? Is there a special or new audience that would be interested in the exhibition?

5. Describe the research necessary to complete the project.

6. Which collection items would be featured in this exhibition? What would need to be collected, borrowed? Are there special conservation needs?

7. Why is this topic well suited to be an exhibit? (rather than a program, publication, video, etc.)

8. If you can, list special events and programs that might accompany this exhibition.

9. Can the subject tie in to other museum programs, programs at other institutions, or school curricula?

10. Are there any special publicity opportunities?

11. Is there potential for a publication or other spinoff? What sort?

12. Are there other media (video, computer interactives, websites) opportunities?
13. If possible, identify possible funding sources or amount of funds allocated for this project.
14. What gallery would house the exhibit? List the minimum square footage, ceiling height, and any special restrictions?
15. Does the proposed exhibit fit well with the themes in adjacent galleries? What kinds of connections can be made?

Additional Comments: