Exhibition Application

Please complete this form and the submission requirements and send them to the Exhibits and Artworks Committee (EAC) at library-eac@du.edu. The EAC is the sole judge of the proposed exhibition’s acceptability for display. Review the University Libraries’ Exhibits Policy for more information (http://library.du.edu/events/exhibits/policy.html). If you have any questions, please contact Rebecca Macey, Manager of Exhibitions, at rebecca.macey@du.edu or 303-871-3074.

Contact Information

Name: __________________________ Organization: __________________________

Phone: __________________________ Email: __________________________

Exhibition Information

Title: __________________________

Proposed Dates: __________________________

Submission Contents

• Proposal: Provide a detailed description of the purpose and goals for the exhibition, as well as, the type of exhibit (i.e., object-based, narrative-based, theme-based or other) and the objects involved (i.e., text panels, photos, paintings, etc.). Also, explain how this exhibition aligns with the University Libraries’ mission and values.

• Object Checklist & Images: Provide a list of the objects in the exhibition. Include title, artist/creator, date or date unknown, materials, dimensions (if known), collection (if known), and an image of the object. Contact rebecca.macey@du.edu to request a checklist template if preferred.

• Special Requirements: Note any special requirements for proper installation and/or presentation of the exhibition (i.e. shipping, delivery, labels, cases, install, labor, network connections, audiovisuals, etc.).

• Promotional Statement: Provide a brief description of the exhibition (75 words or less) for promotional materials.

Agreement

I (We) certify that I (we) have received, read, and understood the University Libraries’ Exhibits and Artworks Policy on prior to submitting this application.

Signature __________________________ Date ____________

Print Name __________________________

Signature __________________________ Date ____________

Print Name __________________________