

EXHIBITION PROPOSAL

Please complete this form and the submission contents and submit back to the Exhibits and Artworks Committee (EAC) at rebecca.macey@du.edu. The EAC is the sole judge of proposed exhibition's acceptability for display. Review the University Libraries' Exhibits and Artworks Policy for more information (<http://library.du.edu/events/exhibits/policy.html>).

Contact Information

Name: _____ Organization: _____

Phone: _____ Email: _____

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Phone: _____ Email: _____

Submission Contents

- **Title & Dates/Duration** – Propose a title and potential dates and/or duration for display of the exhibit.
- **Concept, Purpose, & Goals** – Detailed description of the concept, purpose, and goals for the exhibition.
- **Target Audience & Educational Objectives** – Description of the target audience and the educational objectives and key messages of the exhibit. Connect these objectives to the main goals and purpose of the exhibit.
- **Connection to Library's Mission & Values** – Description of how this exhibition aligns with the library's mission and values.
- **Checklist** – Inventory of objects, including basic information, interpretive description, attribution and photograph.
- **Design & Media** – Detailed explanation of the design concept and approach and media and/or interactive features in the exhibit. If possible, include drawings or other images to illustrate design concepts.
- **Biography** – Short biography of applicant(s) and any other key participants.
- **Promotional Statement** – If available, provide a brief description of the exhibition (about 50-75 words) for promotional materials.

Agreement

I certify that I have received, read, and understood the University Libraries' Exhibits and Artworks Policy on prior to submitting this proposal.

Signature _____ Date _____

Print Name _____

Signature _____ Date _____

Print Name _____