

Proposal for Exhibition – Smith Warehouse, Second Floor, Bays 10-12

Name:

Email:

Phone:

Status: Faculty Student Staff Other

Department/Group/Lab (if applicable):

Course (if applicable):

Venue: (see attached floorplan – check all that apply)

Type of Exhibition:

(digital displays)

still image/slideshow video/animation custom application

(traditional media hung via rail system)

framed material matted content other

(Floor content)

table mounting pedestal mounting free standing

Proposed dates/length of exhibition:

Exhibition Description (see next page for description requirements) (attach additional materials as necessary):

Requirements for Exhibition Description

The exhibition proposal should include a detailed textual description of the project. The proposal should mention any special technical or exhibition requirements, and describe the thematic content of the materials.

Whenever possible, sample media (stills images, sample posters, video content, etc.) should be included with the proposal. Provide the scope/number of works. It is understood that this is not always possible, due to the nature or current development stage of the exhibit.

Project Evaluation Policy

The Exhibitions Committee will evaluate the merits and appropriateness of a particular proposed exhibition, as well as the availability of the desired venues. Submitters will be contacted regarding the receipt and completeness of their proposal within two weeks.

Exhibitors are responsible for producing professional looking materials and media.

For traditional media exhibits, exhibitors will be responsible for mounting and taking down the exhibits. The materials must be suitable for hanging, either backed with a solid material (such as foam core) or placed in frames.