



Traveling Exhibition Proposal Form

Exhibit Envoy is interested in receiving proposals for exhibitions to tour. If you have an exhibition you wish to circulate, please complete the following form as fully as possible. Submissions are reviewed on a quarterly basis and **must be submitted via email to info@exhibitenvoy.org**.

For additional information please contact:

Amy Cohen, Executive Director, info@exhibitenvoy.org, 415.525.1553

General Information

Contact Person: _____

Organization: _____

Address: _____ City: _____ State: _____

Phone: _____ Email: _____

Please include the following information in your exhibition proposal. You may answer these questions within this PDF or in a separate word document.

Exhibition Content

1. Exhibition Title, Originating Organization, Curator

Attachment A - Include a brief resume/CV of the curator, no longer than two pages.

2. Description of the exhibition themes. Be sure to address the following:

- What is the exhibition goal(s)?
- What are the key messages that the exhibition conveys to the public?
- Who are the target audiences?
- Exhibition Interpretive Strategies (i.e. how will the messages be conveyed – photos, objects, paintings, label copy?)

Physical Details of the Exhibition

3. Describe the status of objects/artworks in the exhibit. Indicate if objects/artworks are travel-ready or need to be printed, framed, purchased, or secured via loan.

*Attachment B - Provide a complete checklist of items in the exhibition if available.
Include object title, dimensions, medium, source and insurance value.*

4. Describe the interpretive materials available: exhibit script, video, education materials, docent training materials, etc.

Attachment C - Please supply samples of label copy and other support materials.

5. How large is the exhibition (i.e. estimated linear feet and/or square feet)?

6. Are there any special environmental considerations (i.e. light levels)?

7. Is the exhibition crated? Please describe the crating.

Proposed Dates/Timing

8. When is the exhibition available?

Exhibition History

9. Has this exhibition been to other venues? If so, where and when? Where is the exhibition now? What are the other proposed venues?

Attachment D - Include photos of the exhibition.

10. Do press materials exist?

Attachment E – Please include any related press materials

Proposed Public Programs

11. List some ideas for complimentary public programs.

Exhibition Costs

12. Provide an exhibition budget including all expected expenses and income related to traveling this exhibit. List any sponsors or funders.

*Email your completed application and attachments to:
Exhibit Envoy, info@exhibitenvoy.org*