

WJB Gallery Exhibition Proposal

GENERAL EXHIBITION INFORMATION

Dates Requested: _____

Type of Objects: _____

Curator(s)/Department: _____

EXHIBITION GOALS

Exhibition description/goals:

(If developed during coursework) Course title, number of participants, timeline of course and exhibit:

Events (opening reception, tours/course talks, connection with other departmental events):

Monitoring / supervision plans:

The curator and/or host department is responsible for determining and posting hours that the show will be open; coordinating staff; and opening and closing the gallery. How do you plan to make the gallery accessible to visitors during your exhibition, and what hours do you plan to have it open to the public?

Special materials/equipment (AV, visitor participation materials, liquids, perishables, precious objects):

Budget considerations, funding prospects &/or funding already obtained:

The gallery has no budget. Departments or individuals are responsible for funding their own shows. If you have received or expect donations/funding for this exhibit which you wish the committee to take into consideration, please describe here.

Marketing and Audience (mail, web, email, social media, radio/television, projected attendance):

Other special requests:

POLICIES & SIGNATURE

I understand that the WJB Gallery has no budget or personnel, so all funding and supervision of the exhibit are the responsibility of the exhibition organizer(s) and/or their department. I/we will schedule and post times for the gallery to be open, arrange and supervise staff to monitor the show if needed, and ensure that the gallery is locked securely each evening. I/we will take full responsibility for the security of the objects to be exhibited.

The installation and breakdown of the exhibition are the responsibility of the organizer(s). I/we will not move the adjustable walls without the supervision and assistance of Wayne Vonada. When the show is over, we will patch and paint any holes or other wall damage and leave the gallery clean and ready for the next exhibitor.

Submitted By: _____ Date: _____