**Phillips Museum**

**Exhibition Proposal Guidelines**

**Please provide an exhibition proposal that includes the following information.**

**In general only the curriculum gallery is available for exhibitions of student art or course related research. Demand is high and space is limited, so please submit your proposals as far in advance as possible.**

**EXHIBITION FRAMEWORK / CONCEPT**

* Please include a description of the department (s), collaborations, exhibition title and concept, name of class, number of students.

**ACTUAL WORKS AND INSTALLATION NEEDS:**

* This may be provisional, but try to estimate number, media, size, and installation needs (i.e. extra walls, cases, stands, pedestals, screens etc)

**PROGRAMMING & EDUCATION:**

* Are there talks, tours, invited speakers related to the exhibition? Please describe preferred scheduling.

 **SCHEDULE**

* When will work be available? (Please be realistic about how much preparation time will be needed to make the work exhibition-ready)
* How much labor and staff support will be required to install? Will students be available to help with installation?
* What is the planned duration of the exhibition? When would the reception/opening be held?

**BUDGET**

The museum has a budget of approximately $600.00 per exhibition, which must cover preparation, installation, publicity, and reception.

A typical run of postcards is approximately 500.00 and a reception for a student show 100.00. Postcards are optional for student shows so funds can be reallocated if necessary.

Please consider the following additional expenses:

Catalog -800.00-1,200.00

Speaker Honoraria-minimum 125.00+ plus transportation

Enhanced Reception-200.00 and up

Art and Object preparation (framing, mounting etc)?

 **FUNDING:**

* What sources of external funding have you identified? (Academic innovation, department, provost’s office etc.)