

EXHIBITION PROPOSAL FORM

Please use the following headings when compiling exhibition proposals to the Museum's Exhibition Committee. Please consult the Exhibition selection criteria before submitting a proposal.

Working Title:	
Summary Description of the Exhibition:	
Originator:	Date:
Name, address, telephone, e-mail	
1. Aims and objectives of Exhibition:	
2. Proposed dates (also any specific reason for these e.g. tour slot, anniversaries etc.) (<i>Criteria 4/6</i>).	
3. Financial Breakdown (estimated income and expenditure include potential sponsorship opportunities) shown on a separate sheet (<i>Criteria 3</i>) Including the costs of sections 4 and 6 to 15.	
4. Location/area proposed (<i>Criteria 5</i>):	
5. Audience (<i>Criteria 3</i>) (e.g. schools, women, family groups, ethnic minority groups etc. and whether the proposal targets a new, existing or specific audience. Does it fulfill formal educational and life-long learning needs?)	

6. **Exhibition contents:** (objects to be displayed)

7. **Design/Presentation/interpretation techniques:** (e.g. labels, video, audio-guide, schools input)

8. **Associated events and activities:**

9. **Technical Assistance required:**

10. **Conservation needs identified:**

11. **Marketing and communication:**

12. How the exhibition will be evaluated:
13. Merchandising opportunities:
14. Corporate hospitality opportunities:
15. Launch/Private View:
16. Development of Technical Review meeting Date (2 weeks after opening)
17. Overall Review Date (2 weeks after take down of exhibition)

Available in other formats e.g. Electronic media, Large Print, Audio. Please contact Exhibitions Officer, Telephone number: 0121 303 2834; Fax number: 0121 303 1394 for further information.

Name of Proposer:
 (BLOCK CAPITALS)

Signature:

Date: