

## Hofstra University Museum Exhibition Proposal Form

### How to Apply

Completed applications must include all of the following:

1. Completed detailed application form
2. Attachment A: Complete description of proposed exhibition concept (150-200 words).
3. Attachment B: Curator(s) biography/resume
4. Attachment C: Images – *A minimum of 2-4 slides representing the work of each proposed artist or category of objects to be included in the exhibition. All submissions should be in a PowerPoint presentation submitted on a CD with digital file images no larger than 300 dpi.\**
5. Attachment D: Resume and/or artist statement for each artist
6. Attachment E: Preliminary Checklist of art works or objects to be included in the exhibition
7. Attachment F: Sample of wall text and label copy
8. SASE for return of application materials

### When to Apply

The optimal submission timeframe for exhibition proposals is three-years prior to the exhibition opening. However, under extenuating circumstances exhibition proposals will be accepted two-years in advance of an exhibition. Applicants will be notified of their exhibition proposal's acceptance or rejection within three months of their concept submission.

<b>General Information</b>	Contact Person: Organization: Address: City: _____ State _____ Phone Number _____ Fax _____ email _____
<b>Exhibition Content</b>	Proposed Exhibition Title: Originating Organization: Curator(s):  <b>Attachment A</b> - Description of the exhibition themes which address the following: § Describe the exhibition goal(s). § Describe the key messages or educational content areas that the exhibition will cover or convey to the public. § Identify the target audiences. § Exhibition Interpretive Strategies (i.e., messages conveyed through photos, objects, paintings, label copy)  <b>Attachment B</b> - Include brief resume/CV of the curator(s) <i>no longer than 2 pages each.</i> <b>Attachment C</b> - Include photos of some of the objects (see instructions above).* <b>Attachment D</b> - Resume and artist statement for each artist, if applicable.
<b>Physical Details of the Exhibition</b>	Number of objects to be included in the exhibition. Type of objects (i.e., paintings, sculpture, artifacts, photos, etc.). § Are the objects framed?

	<p>§ How large is the exhibition (i.e. estimated linear feet and/or square feet)?</p> <p>§ Are there any special environmental considerations (i.e. light levels?).</p> <p>§ Is the exhibition crated? Please describe the crating.</p> <p><b>Attachment E</b> - Provide a preliminary checklist of items in the exhibition (if available. Include artist, object title and date, medium, dimensions, weight, source and insurance value.) Indicate if work is framed, unframed or 3D.</p> <p>Describe the support materials:</p> <p>§ Is object label copy available? If it is not available see Exhibition Production Timeline for submission deadlines.</p> <p>§ Are there introductory text panels, graphics or other visuals?</p> <p>§ Are there education materials for teachers, students, visitors?</p> <p><b>Attachment F</b> - Please supply samples of label copy and other support materials.</p>
<b>Proposed Dates/Timing</b>	Provide proposed dates for the exhibition. Include two weeks for installation and one week for the de-installation of the exhibition.
<b>Exhibition History</b>	<p>Has this exhibition been to other venues? If so, where and when?</p> <p>§ Where is the exhibition currently?</p> <p>§ Where are the other proposed venues?</p> <p>§ Do press materials exist? If so, please enclose a press release and press photos.</p>
<b>Proposed Public Programs</b>	<p>List some ideas for accompanying public programs (i.e., artist(s) lecture, symposium, panel discussion, demonstration, slide presentation, performances, etc.)</p> <p>Provide a speakers' list, if available.</p> <p>Are there required fees/honorariums for the speaker(s)/presenter(s)?</p>
<b>Exhibition Budget</b>	<p>Provide an exhibition budget including all costs to the Hofstra University Museum such as rental fee, transportation costs, installation costs, photography costs, and framing costs.</p> <p>Indicate confirmed and potential funding sources, etc.</p>
<b>Exhibition Publication</b>	<p>Specifications of potential publication: Include type and size of publication, number of pages, number of color and/or black &amp; white images, etc.</p> <p>*The Museum will not be able to produce catalogs for all exhibitions.</p>

Please send completed form including all supporting material to:

Karen Albert  
 Registrar and Coordinator of Exhibitions  
 Hofstra University Museum  
 112 Hofstra University  
 Hempstead, NY 11549  
 Phone: 516.463.5672  
 Fax: 516. 463.4743  
 Email: [Karen.t.albert@hofstra.edu](mailto:Karen.t.albert@hofstra.edu)