

# Community Gallery Exhibition Proposal Form

Please read the information pack before completing this proposal form.

**Date:**

**Name:** \_\_\_\_\_

**Name of Group:** \_\_\_\_\_

**Contact details:**

Address:	
Day-time phone:	
Mobile phone:	
Email address:	
Website:	

**Please select: (Tick box)**

I am proposing a solo exhibition

I am proposing a group exhibition

**List the names of ALL of the other exhibitors:**

Please provide list on a separate piece of paper if insufficient space here.

Name	Email Address

**EXHIBITION DETAILS**

<b>Title of exhibition:</b>
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**Theme:**

**Content:** (paintings, sculpture, etc)

**Quantity of work:** (number of pieces)

**Please provide information on any special features/installation, if any.**  
(for example: do you have a really big heavy object that needs securing)

**Do you require plinths or display cases or electronic equipment or tables to do demonstrations on?**

**Have you already got a promotional plan? Are you going to do posters/advertising or special invitations?**

**Do you want to have an opening night/day event?- please tell us about what you have in mind:**

**Would you like to give a public talk on your exhibition or do a demonstration during the exhibition or will you or any of your members be present for any part of the exhibition? Tell us a bit about your plans:**

**Have you ensured that one day for installation and one day for take-down is adequate? Have you organised someone to help you if needed?**

**Any other comments you think the committee should be aware off?**

<b>Desired dates of exhibition:</b>	
<b>Alternative dates:</b> (Please note dates are subject to availability)	

**Please supply the following information along with this proposal:**

- Pictures of some of your artworks.

**Other Supporting Information.**

**Have you investigated possible funding/sponsorship/other support to help you with this exhibition?**

**Things you should know:**

- Labels must be printed on white card in black with **ARIAL** text font size **12 - 14**. We put them up with pins. They must be cut with a guillotine with crisp edges. We will not allow handwritten notes or untidy cutting.
- Your labels must be done a day BEFORE you install your works to ensure it's not a last minute rush.
- All your work must be on a list with your prices handed in 1 week before your exhibition start so gallery staff can enter it on the computer system. If we don't have this list we can't sell the work.
- If you want to put in text information to supplement your exhibition you must check this off with staff at the gallery before your exhibition is to start. We will remove items if they are not cleared.
- All posters/invitations and news stories you send out on your own - must be checked off with gallery staff before they go. This is so we know what information has gone out and can all be on the same page when any inquiries come up. It always pays to have a second pair of eyes anyway.
- If you are unsure of anything or need help with something you can call us and we will try our best to get you sorted.
- It's always huge excitement to show your work to the public so make the most of it and invite everyone you have ever met in your life!

VERY IMPORTANT: The Committee organises the annual calendar of exhibitions- they slot people in as best as they can, space permitting, to the best interest of the community. They may not be able to fit you in for any reason. Their decisions are final and non-negotiable.

For office use only:

Committee members who reviewed this proposal:

Date: