

**MCDONOUGH MUSEUM OF ART**  
**Exhibition Proposal Submission Guidelines**

**Submission Guidelines and Procedure:**

Completed exhibition proposals should be submitted via email to McDonough

by: \_\_\_\_\_

The McDonough Advisory Committee MAC will review complete proposals only and decisions will be made within 3 months of receipt.

**Selection Criteria: (from McD Exhibition Policy doc)**

All concepts selected for exhibition should be aligned with the mission and goals of the McDonough Museum of Art and the Department of Art.

The following criteria should be used by the Director, Department of Art Chair and Department of Art faculty working with the Faculty Advisory Committee in submitting proposals and evaluating them for selection:

Does the exhibition enhance further understanding of the arts?

Is the curatorial content compelling, intellectually stimulating and relevant to a diverse audience?

Is there something new to be seen and taught through this exhibition that has not been examined recently by a similar exhibition featured at McDonough? (We should strive for diverse art historical time periods, art styles, various cultures, media, as well as relevant, and challenging ideas)

Will this exhibition provide educational programming opportunities for a majority of our constituents? (i.e. students, faculty, staff of the University and community)

What is the budget for the exhibition and related programming?

Can the demands of the exhibition be met by the Museum's resources and available staff?

Does this exhibition promote and adhere to YSU's ethics policy guidelines?

## Exhibition Proposal Submission Form

Submit to:

### GENERAL INFORMATION:

Contact Person:

Date of Application:

Street Address:

Apartment/Unit #:

City:

State:

ZIP:

Phone #:

E-mail Address:

Website (if applicable):

### EXHIBITION CONTENT

Proposed Title:

Originating Organization:

Proposed Exhibition Dates From:

To:

Curator(s):

Exhibition Description:

(no more than 400 words) Please include: exhibition goals, exhibition content, target audience key themes, messages or educational content areas that the exhibition will cover or convey to the public.

## Physical Details & Content

Number of Objects to be included:

Paintings

Sculpture

Photographs

Works on Paper (drawings, prints, etc.)

Multi-media

Other: \_\_\_\_\_

How are the objects to be displayed?

Are the objects framed? Yes / No - If no, will they be framed and who will be responsible?

\_\_\_\_\_

How large is the exhibition? (Estimated linear and/or square feet.)

Are there any special environmental considerations? (Light levels, temperature, humidity, security, etc.) Please describe.

Shipping Specifications: How will the exhibit be delivered, is it crated, etc.?

## EXHIBITION HISTORY

Has the exhibit been to other venues? Yes/No - If yes, please list:

Where is the exhibit currently?

Where are other proposed venues?

(please list)

Do press materials exist? If so, please attach press release and press photos. Yes / No

## PROPOSED PUBLIC PROGRAMMING

List some preliminary ideas for accompanying public programming:

Opening Reception

Film(s)

Outreach Programs

Gallery Talk(s)

Lecture(s)

Panel Discussion

Seminar(s)

Performance(s)

Workshop(s) or Studio Art Program(s)

Artist Lecture(s)

Symposium

Other: \_\_\_\_\_

Briefly explain concepts or goals for the above programs:

Possible Speakers (provide names, titles, affiliations, and any required fees/honorariums)

- 1.
- 2.
- 3.

### Exhibition Budget Form

Provide a detailed preliminary budget or approximate cost for the exhibit. Include all costs to McDonough Museum, including:

Exhibition Production	
Framing Supplies & Costs	
Installation Materials	
Fabrication Costs	
Equipment	
Exhibition Graphics	
Text Panels	
<b>Wall Vinyl</b>	
<b>Printed Materials &amp; Advertising/Marketing</b>	700 (25% of the total cost of the bi-annual poster, 2800)
<b>Mailings</b>	200 (25% of the total cost of the mailing, 800)
<b>Radio Ads</b>	300 WYSU 22 spots
<b>Print Ads</b>	500 Jambar 200 Metro 300
Rental Costs	
Shipping/Transportation	
Packing/Crating	
*Speakers Fees/Honoraria	
<b>Public Opening</b>	300
Misc.	
<b>Total</b>	

**Items in BOLD are standard expenses for the Museum**

\*Fee must include travel and accommodations

Possible Sponsors: (list any potential sponsors or sources of funding)

Attachments:

Resume/CV of the Curator(s), Resume/CV and Artist Statement for each artist, if applicable, and press release and press photos, if available. Images and Preliminary Checklist of Items in the Exhibit. Create a PowerPoint with a maximum of 20 images total that represent each category, artist, or theme of the exhibit. Please label each image included in the slideshow with artist, title, date, medium, dimensions, and insurance value. The same information can be placed on a CD or jump drive.