

MCDONOUGH MUSEUM OF ART

Exhibition Proposal

SUBMISSION GUIDELINES AND PROCEDURE:

Completed exhibition proposals should be submitted via email to McDonough Museum of Art at mcdonoughmuseumofart@ysu.edu

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

SELECTION CRITERIA:

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 shall be used by the Director, Department of Art Chair and the McDonough Advisory Committee in 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 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

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 (if applicable):

Proposed Exhibition Dates From:

To:

Curator(s) (if applicable):

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 relevant costs to McDonough Museum, including:

Installation Materials	
Equipment	
Exhibition Graphics	
Text Panels	
Outdoor Vinyl	370
Printed Materials & Advertising/Marketing	800 (25% of the total cost of the bi-annual poster, 3200)
Mailings	200 (25% of the total cost of the mailing, 800)
Radio Ads	250 WYSU, 850 WQED, 1000 Summit
Print Ads	500 Metro Monthly, 2050 CAN
Rental Costs	
Shipping/Transportation	
Packing/Crating	
*Speakers Fees/Honoraria	
Public Opening	300
Misc.	
Total	

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), if applicable
- Resume/CV and Artist Statement for each artist
- Press release and press photos, if available
- Preliminary Checklist of Items for the exhibit
- Submit a slide presentation with a maximum of 20 images 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. As an alternative you may provide links to websites that represent the artwork proposed for the exhibition.