



## **Exhibition Proposal Guidelines**

### **Cover Letter:**

1. One page.
2. Outline basic premise of exhibition.
3. How exhibition meets gallery mission.

### **Description:**

1. Number and size of works, including linear feet.
2. Audience exhibition will attract and/or serve.

### **Timeline:**

1. When to exhibit?
2. Will exhibition travel?
3. When exhibition is unavailable?

### **Expenses:**

1. Installation of exhibition.
2. Catalog/brochure.
3. Artist's reception.
4. Shipping and transporting exhibition.

### **Visuals:**

1. Ten (10) slides or CD of 10 images.
2. Ten (10) prints of the images.

### **Resume:**

1. Exhibition experiences.
2. Awards

### **Support Materials:**

1. Brief (two-three sentences) artist statement about the work to be exhibited.
2. Balanced budget.
3. Copies of articles or reviews.
4. Sample news release.