

**Exhibition Proposal Form**

International Arts & Artists welcomes proposals for consideration for our traveling exhibitions team. These often come from our museum partners, individual curators, independent collections, governmental and private cultural organizations, and other sources.

In order for us to assess the viability and potential success of a proposal, we suggest that you submit as much information as possible in the following Exhibition Proposal Form. We realize that not all applicants will have all of this information, but it is useful for us to receive as much as you are able to provide. Please submit this form and the requested supplemental materials electronically and/or by mail to:

IA&A’s Exhibition Project Manager

[projectmanager@artsandartists.org](mailto:projectmanager@artsandartists.org)

**International Arts & Artists**

9 Hillyer Court, NW

Washington, DC 20008 USA

202-338-0680

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| 1. Statement of Intent (Please attach a 200-300 word description of the exhibition): |

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| 2. Exhibition Title: |

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| 3. Name of Artist(s) Involved: |

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| 4. Number of works & Media: |

**Exhibition Specifications:**

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| 5. Name of Curator (Please include CV): |

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| 6. Name of originating Institution or owner of the art: |

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| 7. Estimated space & environmental requirements: |

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| 8. Estimated security requirements: |

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| 9. Do crates already exist? If so attach a list of crate dimensions and weight: |

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| 10. Are display materials available (pedestals, cases, labels, text panels, etc.)? |

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| 11. Are there any standing fees or expenses for the use of this exhibition? If so, what are the total fees/expenses? Who do you anticipate will cover these costs? |

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| 12. Does a catalog already exist for this exhibition, and what are its specifications? (size, price, number of copies available, etc.). Please describe: |

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| 13. Are educational materials available? (Curricula, guest speakers, suggested resource list, etc.). Please describe: |

**Exhibition History -** please answer the following, as applicable:

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| 14. Has this exhibition been offered to any museums previously? If so, please explain the results and the reason you wish IA&A to offer it at this point. |

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| 15. Institutions where the exhibition has previously been shown: |

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| 16. Institutions that have declined the exhibition and their reasons for declining: |

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| 17. Institutions that have expressed interest in hosting the exhibition: |

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| 18. Any promised funding, sponsoring or cooperating institutions: |

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| 19. When is the earliest date this exhibition would be available to be toured? |

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| 20. How long (preferably in number of months/years) would this exhibition be allowed to be toured? |

**\*Additional Materials to Submit with Proposal Form:**

1. Please include quality digital images representative of the work (10-20 images is ideal)
2. Please include any previous press coverage of this exhibition.

**Information for the Registrar**

If available at this point, please submit as much of a comprehensive numbered checklist as possible. State clearly if the list is subject to change. Please create the list as a Microsoft Excel document. The checklist is to include the following for each item:

* Artist’s name
* Title
* Date of work
* Medium
* Dimensions (include frame for 2D works)
* Weight
* Owner/Lender details
* Insurance value for each individual piece
* Number of parts comprising each work

Sample checklist format:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Artist** | **Title** | **Date** | **Media** | **Dimensions (in)**  **(include frame for 2D works)** | **Weight** | **Lender** | **Ins. Value** | **# Parts** |
| 1 | Jo Smith | Girl | 1956 | bronze | 36 x 22 x 10 | 165 lbs | Don Kohl | $40 000 | 3 |

In addition to this, we also ask for:

* Stability report for works
* Repair history (if any) of works
* Dates of Artists birth/death, country of origin and residence
* Copies of any existing import/export permits necessary to facilitate international travel of the work