

# EXHIBITION PROPOSAL FORM

College Exhibitions Department

Main contact name/title: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Exhibition title: \_\_\_\_\_

Proposed time frame: \_\_\_\_\_

**Gallery Descriptions, Floorplans, and Exhibition Guidelines** are available in the gallery information bin outside of the Office of College Exhibitions, please refer to these when answering the following questions:

1. Which space are you proposing an exhibition for?

Gallery 31

E Street Corridor Cases:

White Walls

White Halls:

(circle one or more) NY Ave. Upper, NY Ave. Lower, lounge below stairs, Registrar's hall

Other space:

Please specify: \_\_\_\_\_

2. What is the concept/theme/purpose of this exhibition?

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3. Please provide a physical description of the exhibition (attach any images, mockups, or other visual material to this sheet).

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4. How many artists are involved? What are their names and relationships to the Corcoran?

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5. Are you planning on having a reception? If so, when? (Please keep in mind Gallery 31 receptions are held from 6-8 pm when the Corcoran is open late on Thursdays. Though we typically try to pair other receptions with Gallery 31 receptions on Thursdays, we are flexible with White Walls and White Halls reception dates.)

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6. Do you anticipate any special time or cost considerations to be incurred by College Exhibitions? Please describe them below.

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7. If you have special installation needs or need to reserve technology or pedestals, please attach an Equipment/Support Request Form to this sheet.

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