

**Durham University Library and Collections**

**Exhibition Proposal Form**

Durham University welcomes exhibition proposals from anyone who is interested in working with us and you do not have to be a member of the University to suggest an exhibition.

All Proposals are considered by a panel chaired by Dr Craig Barclay, Head of Museums, Galleries and Exhibitions, which meets once a month. We strongly recommend that proposals are received as early as possible if you have a particular time slot in mind. If a proposal is accepted, a member of the Library and Collections team will be assigned to assist in bringing the exhibition to completion.

If you wish to submit an exhibition proposal please contact Dr Craig Barclay ([c.p.barclay@durham.ac.uk](mailto:c.p.barclay@durham.ac.uk)) to discuss your proposal further.

Please use the following template when submitting an exhibition proposal and consult the bullet points in the relevant boxes for suggestions on how to answer each section.

|  |  |
| --- | --- |
| **Please complete up to and including question 7** | |
| **Working title:** | |
| **Summary description of exhibition:** | |
| **Name of proposer:** | **Date:** |
| **Name of Library and Collections staff contact** (if different from above)**:** | |
| 1. **Aims and objectives of the exhibition**  * Examples could include a variety of objectives such as tying in with an important anniversary, to highlight recent research from Durham University or another HE organisation, support Widening Participation, to highlight a specific collection or to support/promote a local community group. | |
| 1. **Proposed dates** | |
| 1. **Location proposed** | |
| 1. **Audiences**  * Does the exhibition have broad public appeal? All exhibitions should target a wide range of audiences including academics and students, local, national and international visitors, schools, families and faith/community groups. * Will it target a specific or new audience? | |
| 1. **Exhibition contents**  * Objects to be displayed * Does the exhibition utilise and promote Durham University’s collections? | |
| 1. **Proposed events and activities** (lecture series, family events, art/craft workshops) | |
| 1. **Funding: Have you secured external funding? If yes, please provide details.** | |
| **To be completed by Library and Collections staff contact.** | |
| 1. **Technical support required** (number of staff/days) | |
| 1. **Interpretation strategy**  * How will the interpretation cater for visitors with a range of learning styles and abilities or physical impairment? | |
| 1. **Marketing, communication and social media strategy**  * Local, national or international press to be targeted? * Which social media platforms will be utilised? | |
| 1. **How will the exhibition support the aims of the Green Tourism Business Scheme?**  * Recycling previous exhibition materials, furniture, mounts etc. * Choosing more environmentally friendly materials such as Ultra-Board Graphic * Implementing passive or zonal environmental controls * Prioritising local manufacturers/supplies rather than national or international * Encouraging all partners to be more sustainable including combining loans or using less packaging | |
| 1. **How will the exhibition have legacy?**  * Learning provisions which can be utilised by the Learning and Engagement Team in future teaching * New acquisitions which will enhance or fill a gap in the collection * Installation materials, set dressing, furniture etc. | |
| 1. **How will the exhibition be evaluated?** (Feedback forms, comments books, visitor interviews etc.) | |
| 1. **Please provide a full estimated financial breakdown**  * Include funding such as allocated departmental budget and external funding secured or being sought. | |
| 1. **Proposed launch/preview date** | |

Proposer name: …………………………………………………… Signature: ……………………………………………………..

Date: ………………………….

*Please attach below any images that will assist the panel in considering your proposal.*