

J. Willard Marriott Library
Exhibition Proposal Form

Date:

Applicant Information:

Name:

University Department or Affiliation:

Phone Number:

Email:

Exhibition Dates: (exhibitions run approximately six to eight weeks)

Preferred Dates:

1. Opening:

2. Closing:

Alternate Dates:

1. Opening:

2. Closing:

Is this exhibition time sensitive? Yes / No

If yes, please explain:

Desired Exhibition Location:

Level 1 Display Cases

Level 2 Southwest Wall

Level 1 Lobby

Level 3 Mechanical Chase

Level 1 Wall Space

Level 5 Lobby

Level 2 Display Cases

Level 5 South Atrium Wall

Exhibition Description:

Title:

Curatorial Statement:

Statement about the exhibition's relevance to the J. Willard Marriott Library/University of Utah community:

Materials To Be Exhibited:

Exhibition Content: (Please provide a detailed description of content; attach a separate document in your email with 3-5 visual samples of images and text, or provide a website link in the box below to images and text you intend to exhibit. Are these images of the exact pieces to be displayed or representative of the final work?)

What are the specific hanging requirements?

Please detail any specific requirements for sensitive materials:

Does the exhibition include a complete set of labels and signage? Yes / No

(If yes, please attach a visual sample)

Will you require the Exhibition Team to produce labels and signage? Yes / No

(If yes, please note that final copy for any labels or signage must be submitted to the Exhibition Team for production eight weeks prior to opening)

Will you be utilizing items from the J. Willard Marriott Library collection? Yes / No

Who is your J. Willard Marriott Library contact/endorser?

List Marriott Library materials/library branch or collection:

Shipping Information:

Shipping Details:

Publicity and Events:

Describe any publicity such as press releases, newspaper articles, advertisements, or events that would run in conjunction with the exhibition:

Reception: (The required reception fee is \$75. Receptions will run no later than 5-7 o'clock p.m.)

Do you plan on having a reception for the exhibition? Yes / No

Preferred reception date:

Alternate date:

Who will be catering the reception? Be sure all linens and tableware are provided.

Who will be organizing the reception, meeting the caterers, coordinating cleaning up afterwards? (Please include name and contact information.)

Will you need the library to supply vendor tables and chairs? Yes / No

Three tables (each 30" x 6') and six chairs are available for this purpose. How many of each will you require?