

Museum of the Aleutians

Outline proposal for an exhibition



The Museum of the Aleutians has a program of changing exhibitions and we welcome ideas for exhibitions in our changing gallery. All proposals must fulfil our exhibitions policy and museum mission as much as possible. We recommend that you visit MOTA's gallery spaces before completing this form.

Proposals for exhibitions should be made in this format and submitted for discussion and approval at least six months before the proposed exhibition. The initial proposal need not be detailed, but should outline the resource requirements (objects, time, space, money) and explain the purpose of the exhibition (why you want to do it).

1. What?

Briefly outline the exhibition topic, including any suggestions for a title (50-100 words).

2. When?

Outline when you would like the exhibition to be open, and for how long, noting any reasons.

3. Which?

List the materials to be exhibited, highlighting items that are part of MOTA's collections, may need to be borrowed from other institutions or that have particular conservation, environmental or security requirements.

4. Why?

Explain the purposes and aims of the exhibition.

5. Who?

List the key people who will be involved, noting their roles.

6. How?

Indicate the exhibition requirements: think about whether it is mainly 2D or 3D, whether display cases are needed (if so, what size(s)?), if there is any need for audio-visual equipment, extra lighting, joinery work or other contracted services.

- Provide an indication of the total **budget** required for the exhibition and any associated events.

7. Related events? Are there educational materials or event opportunities to supplement the exhibition? This could include hands-on activities for children, lectures, workshops, movies (must have license), etc.

Your contact information	
Name	
Address	
Email	Telephone

Please send the completed form and any additional material to:

Collections Manager
Museum of the Aleutians
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Reviewer comments:

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