

Montgomery College | Morris & Gwendolyn Cafritz Foundation Arts Center

Visual Arts and Design

EXHIBITION PROPOSAL FORM

Exhibition proposals are accepted and considered on a rolling basis. Please submit your completed exhibition proposal form to the Exhibitions Committee in the Department of Visual Arts and Design on the Takoma Park/Silver Spring campus for consideration.

Contact Information

Name _____

Address _____

City _____ State _____ Zip _____

Primary Phone _____

Secondary Phone _____

E-mail _____

Web site _____

Submission Check List

Incomplete exhibition proposals will not be considered. Please include everything on this checklist for a complete application.

- Completed proposal form
- 10–20 digital images of art work (JPEG)
- Corresponding image list with titles
- dimensions, media, and date
- Resume or CV for each artist
- Thumb drive OR emailed dropbox link to kingstreet.gallery@montgomerycollege.edu with all proposal materials in digital format in one folder with the subject line EXHIBITION PROPOSAL 2018-2019.

Mail completed proposal to:

Montgomery College
Katherine Knight
Exhibitions Committee , CF120
7600 Takoma Avenue
Takoma Park, MD 20912

Or send dropbox link as outlined above

Exhibition Dates

Exhibitions are generally scheduled a year in advance and are scheduled to compliment the academic calendar. Exhibitions in the King Street Gallery are 4–5 weeks long. Other gallery spaces in the Cafritz Foundation Arts Center may show longer or shorter exhibitions depending on space availability and the academic schedule.

Requested dates (leave blank if you have no specific dates in mind) _____

If you do not have specific dates in mind, do you have a preference for term? Spring Fall Year _____

Describe any special scheduling considerations.

Gallery Space

The Morris and Gwendolyn Foundation Art Center has a number of different exhibition spaces. If you have a preference for a specific location, please indicate below. If you have no preference, please leave blank.

Space: King Street Gallery Open Gallery Maze Gallery (2nd floor) Other (please specify)

Describe any special space considerations:

Exhibition Theme/Concept

Please describe the theme or concept of the exhibition. Include the working title, if known. (Attach additional sheets if necessary.)

Artists to be Included

If known, list the individual artists to be included in the exhibition. (Attach additional sheets if necessary.)
Include separate printed resumes for each artist with your application. Include images of each artists' work on a CD and send with corresponding image list that includes titles, dimensions, media, and dates.

Name	URL
Name	URL
Name	URL
Name	URL

If the specific artists are not yet known, please describe the selection process.

Audience

What is the anticipated audience for the exhibit? Will it be part of any wider college or community program?