

Traveling Exhibition Proposal Guidelines

For individuals and organizations new to world of architecture exhibition making, the Smithsonian Institution Traveling Exhibition Service (SITES) is one of the foremost services for routing cultural programs around the United States, sponsoring more than 1,500 exhibitions and related programs.

The following sample document outlines the level of details SITES uses when evaluating proposed traveling exhibitions. It is a useful reference when considering how your organization might accept or reject proposed projects brought forward to you by external partners.

COMPLETE GUIDELINES REPRINTED ON THE FOLLOWING PAGES.

Note: SITES makes this information available online at: <http://www.sites.si.edu/about/proposals2.htm>



Smithsonian Institution
Traveling Exhibition Service

Exhibition Proposal Guidelines

The information requested here reflects a level of detail that we require to evaluate proposals for inclusion into SITES program. We hope that these questions will provide you with a sense of the issues and concerns that we have in determining whether we can work with you to develop your project into a SITES exhibition. The more complete the information, the more readily we can move forward with our review process. Please be as specific as you can and do not hesitate to provide additional information. If you are uncertain about how to proceed after reading this and consulting our website, www.sites.si.edu, please contact Stephanie McCoy Johnson, SITES Exhibition Proposal Coordinator at mccoys@si.edu or 202.633-3105.

Thank you for your interest in the Smithsonian Institution Traveling Exhibition Service.



Smithsonian Institution

SITES
1100 Jefferson Drive SW
Suite 3146, MRC 706
PO Box 37012
Washington DC 20013-7012
202.357.3168 Telephone
202.357.4324 Fax

Traveling Exhibition Service

Proposals should include the following information:

- **Project title**
- **Project description**

Please provide an outline of the exhibition's main themes and concepts or a one page abstract describing the exhibition.

Describe the exhibition's overall size and scope, including any information about design presentation or aspirations. Please provide a complete object checklist, with lender information and details about loan negotiations and conditions. If a checklist has not yet been developed, estimate the number and type of objects, images, mechanical or electronic interactive elements, audio-visual components.

Please provide plans for programs, publications, educational or other accompanying materials.

If possible, provide copies of visuals (floor plans, sketches, installation photographs, slides, web links etc.)

PLEASE DO NOT SEND ORIGINAL MATERIALS (such as art work, exhibition quality photographs, or, objects).

- **Project status**

Is the exhibition currently on display? Has it been shown in the last 5 years or has it traveled previously? Please provide venue details and/or itinerary. If there are installation photos, press clips or other documentation, please provide those as well.

If the exhibition is in early development, please provide as much information as possible about its current status (funding, design, venue interest, etc.)

Please provide details about whether this concept is or has ever been under consideration by another traveling exhibition service.

Is information about this project available in publications or a website? If so, please provide information.



Smithsonian Institution
Traveling Exhibition Service

- **Market**

Please explain the market potential and popularity of this project. How does it present topics that are of interest to a broad national audience?

Have any potential locations been approached or expressed interest in this project? Please provide details about any negotiations (at minimum, please include name and type of organization, contact name, dates and fees discussed.)

Have potential sponsors or lenders expressed interest in particular locations or venues? Please provide information.

- **Timeframe**

What is the anticipated timeframe and schedule for this project? Are there any significant dates that may affect the time frame for the exhibition? Are there any lender, sponsor or personnel issues that may affect this schedule?

- **Budget**

SITES is not a funding organization, nor does it customarily pay curatorial or artist's fees. SITES exhibitions are supported through a combination of federal government appropriations and monetary and in-kind contributions from foundations, corporations, and individuals. A small percentage of the cost of each exhibition is paid for by host museums, which pay a participation fee.

Please provide detailed financial information about anticipated expenditures. These may include items such as: loan fees, insurance estimates, personnel fees or expectations, estimates for contractual work (design, fabrication, shipping and handling.) If a budget exists, please provide a copy.

If financial sponsorship has been investigated, please provide detailed information about contacts and results. Please describe any funding sources that may have been identified or approached. If there are any grant applications pending, please provide copies.



Smithsonian Institution
Traveling Exhibition Service

- **Project personnel**

Please provide name, title, and contact information (address, phone, fax, e-mail) of primary contact person and name of organizing institution(s).

Please provide names, titles and affiliations of all additional project personnel and describe their roles and responsibilities.

Please attach CVs, resumes or bios for all project personnel.