

**University of Michigan Library  
Hatcher Graduate Library  
The Gallery in Room 100**

---

**Exhibit Proposal Form**

Who will be the primary contact for this exhibit planning (the "exhibit planner")?

Name:

Title:

Address:

Email:

Phone numbers:

Fax:

Proposed dates for the exhibit:

Brief description of the exhibit:

Who is the expected audience for the exhibit?

How many people do you anticipate will attend?

What are the anticipated costs:

How will costs be paid; who is responsible for expenses?

Are there sponsors? Please list with contact information and what each sponsor is providing (financial or in-kind support and nature of support).

Where will the money come from?

Please note any related or supporting events and programs that supplement the exhibit; complete and **Event Proposal Form** listing and describing the event(s).

How will the exhibit be publicized?

Who will develop the publicity materials?

Who will develop the exhibit?

What type of display capability is needed for this exhibit? (e.g., will it be hung on walls, in cases, other?)

Who will install the exhibit? How long is installation likely to take? Who will take the exhibit down?

Does the exhibit need any special security?

Has the exhibit has been shown before? If so, what are the dates and places of prior exhibitions and exhibition catalogues, if available?

See **Faq, Exhibit and Event Guidelines**, and **Event Planning Information** as provided on this website.