

# Morris Museum

## Exhibition Proposal Submission Guidelines

The Morris Museum welcomes exhibit proposals from artists, researchers, scholars, guest curators, collectors, and others.

### **Selection Criteria:**

All concepts selected for exhibition at the Morris Museum must meet the following guidelines:

- Closely align with the mission and goals of the Morris Museum.
- Be educational and thought-provoking to serve the broadest possible audience and have wide appeal for diverse intergenerational audiences, including: School groups, families, adult groups, and senior groups.
- Have an identified target audience and meet the needs and expectations of the intended audience.
- Provide and convey information in various formats to accommodate the various needs of the audience.
- Be of a subject that is of current interest or relevance to the public, reflect current knowledge of the subject matter, and contributes to creating or continuing interest in a subject.
- Be designed to elicit positive responses from the public.

### **Submission Guidelines and Procedure:**

- Proposals should be submitted at least three years prior to the suggested opening date of the exhibition.
- The Exhibitions Committee will review complete proposals and decisions will be made within 6 months to a year of receipt. Due to the high volume of submissions, the turnaround time for responses may be up to one year and we cannot guarantee a response to all inquiries.
- Please do not telephone the curatorial office for the status of your submission. We will contact if there is an available opportunity.
- The Morris Museum does not host an opening reception or produce exhibition catalogues, complementary publications, or other printed materials for every exhibition. Decisions are made on an individual basis and depend on a broad range of factors.
- Completed exhibition proposals should be submitted via email to: [artsubmit@morrismuseum.org](mailto:artsubmit@morrismuseum.org)



Morris Museum  
6 Normandy Heights Road  
Morristown, NJ 07969  
www.morrismuseum.org  
Facebook.com/MorrisMuseum  
973.971.3700

# Exhibition Proposal Submission Form

Submit to: [artsubmit@morrismuseum.org](mailto:artsubmit@morrismuseum.org)

## GENERAL INFORMATION: Contact Person

<b>Last Name:</b>	<b>First:</b>	<b>Date of Application:</b>
<b>Street Address:</b>		<b>Apartment/Unit #:</b>
<b>City:</b>	<b>State:</b>	<b>ZIP:</b>
<b>Phone #:</b>	<b>E-mail Address:</b>	
<b>Website (if applicable):</b>		

## EXHIBITION CONTENT

**Proposed Title:**

**Originating Organization:**

**Proposed Exhibition Dates** From: \_\_\_\_\_ To: \_\_\_\_\_

**Curator(s):**

**Exhibition Description:**  
(no more than 400 words)

Please include:

- Exhibition Goals
- Exhibition Content
- Target Audience
- Key themes, messages or educational content areas that the exhibition will cover or convey to the public

## PHYSICAL DETAILS & CONTENT

### Number of Objects to be included:

<b>Type of Objects:</b>	<input type="checkbox"/> Paintings	<input type="checkbox"/> Photographs
	<input type="checkbox"/> Sculpture	<input type="checkbox"/> Works on Paper (drawings, prints, etc.)
	<input type="checkbox"/> Cultural Artifacts	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Science Specimens	

### How are the objects to be displayed?

**Are the objects framed?**     Yes     No    If no, will they be framed and who will be responsible? \_\_\_\_\_

**How large is the exhibition?** (Estimated linear and/or square feet.)

**Are there any special environmental considerations?** (Light levels, temperature, humidity, security, etc.) Please describe.

**Shipping Specifications:** How will the exhibit be delivered, is it crated, etc.?

## EXHIBITION HISTORY

**Has the exhibit been to other venues?**     Yes     No    If yes, please list:

**Where is the exhibit currently?**

**Where are other proposed venues?**  
(please list)

**Do press materials exist?** If so, please attach press release and press photos.     Yes     No

## PROPOSED PUBLIC PROGRAMMING

*List some preliminary ideas for accompanying public program:*

<b>Public Programming:</b>	<input type="checkbox"/> Opening Reception	<input type="checkbox"/> Lecture(s)	<input type="checkbox"/> Workshop(s) or Studio Art Program(s)
	<input type="checkbox"/> Film(s)	<input type="checkbox"/> Panel Discussion	<input type="checkbox"/> Artist Lecture(s)
	<input type="checkbox"/> Outreach Programs	<input type="checkbox"/> Seminar(s)	<input type="checkbox"/> Symposium
	<input type="checkbox"/> Gallery Talk(s)	<input type="checkbox"/> Performance(s)	<input type="checkbox"/> Other: _____

**Briefly explain concepts or goals for the above programs:**

**Possible Speakers** (provide names, titles, affiliations, and any required fees/honorariums)

1.

2.

3.

## EXHIBITION BUDGET

Provide a detailed preliminary budget or approximate cost for the exhibit. Include all costs to Morris Museum, including: rental fees, transportation costs, installation costs, supplies and materials costs, printed materials, programs, publications, etc.

Exhibition Production		
	Framing Supplies & Costs	
	Installation Materials	
	Lighting	
	Environmental Design	
	Fabrication Costs	
Signage		
	Exhibition Graphics	
	Text Panels	
	Wall Vinyl	
Publications		
	Printed Materials and Advertising/Marketing	
	Documentation/Catalog	
	Photography Fees	
	Graphic Design Costs	
	Mailings	
	Paid Advertising/Marketing (radio, tv, print, etc.)	
Fees		
	Rental Costs	
	Shipping/Transportation	
	Packing/Crating	
	Consultants	
	Writers/Research	
	Speakers Fees/Honoraria	
Insurance		
	Valuation	
Public Programming		
	Education	
	Supplies	
	Special Events	
	Misc.	
Miscellaneous		
TOTAL		

**Possible Sponsors:** (list any potential sponsors or sources of underwriting)

### Attachments:

1. **Resume/CV of the Curator(s), Resume/CV and Artist Statement for the each artist, if applicable, and press release and press photos, if available.**
2. **Images and Preliminary Checklist of Items in the Exhibit**
  - a. Create a PowerPoint with a maximum of 20 images total that represent each category, artist, or theme of the exhibit. Please label each image included in the slideshow with artist, title, date.  
OR
  - b. Send a CD with up to 20 images, saved as JPEG files, 300 dpi, please label each image with a title that corresponds to an annotated list.
    - i. If you choose to send a CD, send to Associate Curator, Morris Museum, 6 Normandy Heights Road, Morristown, NJ 07960.
  - c. For all images include: Artist, title, date, medium, dimensions, source, insurance value