He kaupapa whakaaturanga

Exhibition Proposal

Tēnā koe. Thank you for your interest in exhibiting at Te Manawa Museum, Palmerston North.

Please complete Sections 1-3 and email your completed form to [enquiries@temanawa.co.nz](mailto:enquiries@temanawa.co.nz)   
or submit it via the website at [www.temanawa.co.nz/proposals](http://www.temanawa.co.nz/proposals)

Please note that exhibitions are usually set a year in advance and new proposals are reviewed by the team seasonally. Please allow up to six months for a decision.

Please ensure you include any supporting information with your submission.

If you require assistance in completing this form, please contact us via the email address above.

Te Manawa aims to provide experiences that:

• Are enjoyable, inspirational and offer stimulating learning opportunities

• Encourage repeat visits by our existing audiences and develop new ones

• Celebrate and interpret our human history, art and natural science collections

• Showcase and support communities, local groups and artists

• Meets required standards of conservation and security

**Tuatahi: Section One**

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| **1A: Your name:** |
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| **1B: Contact email:** |
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| **1C: Contact Phone number:** |
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| **1F: Current/most recent location/venue of the exhibition (if applicable):** |
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**Tuarua: Section Two**

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| **2A: Exhibition name:** | |
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| **2B: Exhibition category/theme** | |
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| **2C: Number of works/components** | **2D: Exhibition size** |
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| **2E: Stage of development** | |
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| **2F: Exhibition availability:** |  |

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| **2I: Exhibition Description:** |
| **CONCEPT**  Enter brief description of concept / key messages (maximum: 150 words – bullet points OK)  **TARGET AUDIENCE**  Enter demographic; and describe what this proposal offers the target audience.  **LABELS AND GRAPHICS:**  Description of labels and text supplied with exhibition;  Please also indicate whether the venue needs to reproduce any other supporting Labels and Text  **VENUE AND DISPLAY REQUIREMENTS:**  Provide estimate of number of cases; list of technical equipment required, eg. projectors.  **SPACE REQUIRED:**  If you know the space you want in or out of Te Manawa please indicate here. Describe the type of space you need, e.g. natural light, no natural light, quiet space, outdoor, small, large etc.  **INDICATION OF POTENTIAL LOANS:**  Please indicate if this exhibition includes additional loans or Collection items. If so, please provide name of the institution that will supply these items |
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**Tuatoru: Section Three**

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| **Indication of exhibition costs** | |
| **NOTES ABOUT EXHIBITION COSTS:**  **For standard exhibitions:** Te Manawa expects all taonga/artworks or other exhibition items to be complete and ready to install.  **Collaborations with artists, communities or others will be negotiated.**  Please indicate if this proposal does not meet this expectation.  **For standard projects:** If your proposal is successful Te Manawa will provide support in a variety of ways including installation of exhibitions, lighting and technical assistance, design, marketing, some assistance with project management, and some event support. You don’t need to cost for these. | |
| **3A: EXHIBITION HIRE/TOURING FEE:**  Enter Cost to hire the exhibition, plus GST |  |
| **3B: Other exhibition costs**  Please provide an indication of other anticipated costs, eg. artist fee, freight, reproduction of graphics;  Hardware; software, etc. | |
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| **3C: EXTERNAL FUNDING:**  Is this exhibition proposal reliant on external funding?  If so, please supply further information, eg: name of grant, and date when you expect to find out if your funding application is successful. | |
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