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 often booked up to two years 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, let us know via the email address above.

Te Manawa aims to provide experiences that:

* Are enjoyable and inspiring, thought-provoking and stimulating
* Engage the Manawatū in local, national, international and diverse conversations
* Showcase high-quality exhibitions from across Aotearoa (and abroad) for the people of the Manawatū
* Encourage repeat visits by our existing audiences and develop new ones
* Meets museum standards of conservation, safety and security

Tuatahi – Section One: Personal Details

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| --- | --- |
| **Proposer’s name:** |  |
| **Email:** |  |
| **Phone number:** |  |
| **Address:** |  |
| **Experience** | Such as biography (300 words max. Please feel free to include CV as separate attachment). |

Tuarua – Section Two: Exhibition Details

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| --- | --- |
| **Exhibition name** | A draft title is ok at this stage |
| **Exhibition category** | Would this exhibition fall under Art, Heritage, Science, or a combination? |
| **Concept** | A brief description of concept / key messages (up to 300 words).  As a separate attachment, please include an indicative object list or images that indicate the look and feel of your exhibition / items in it. |
| **Target audience** | What demographic or specific groups/communities will this connect with? |
| **Exhibition size** | We’re interested in the number of works, components, running meters needed and /or intended space at the gallery or museum. |
| **Development** | Is the exhibition still being made, currently at another venue, or when was it last shown at a venue? |
| **Availability** | Let us know the month(s) and year(s). |

Tuatoru – Section Three: Exhibition costs

Te Manawa expects all taonga/artworks or other exhibition items to be complete and ready to install.

If your proposal is successful, depending on your project—the exhibition hire components / costs and available resources—Te Manawa can provide support in ways such as technical assistance, loans requests, design, graphics, marketing, project management, interpretation, insurance, freight, exhibition installation, lighting and event support.

If we see potential for your project to be supported with a funding application in collaboration with us regarding some of these costs, we will let you know.

|  |  |
| --- | --- |
| **Exhibition hire** | Is there a fee to hire your exhibition, and if so what is included in this cost?  **If no hire fee, or any of the below components aren’t included in the hire fee, please complete each relevant section accordingly.** |
| **Artist or developer fee** | What are your expectations? |
| **Artist or developer support** | Will you need to travel for installation, do you need accommodation or per diems? |
| **External loans** | Do any loan requests need to be made for this exhibition, if so, please outline briefly who owns these and where they’re located. |
| **Labels and graphics** | An indication of the sort of interpretation you envisage for this exhibition (e.g. a graphic title, introductory panel, sectional labels, extended object labels, object labels, AV components?) |
| **Exhibition display** | What do you need to install your exhibition – e.g. cases, plinths, hanging mechanisms, temporary walls, monitors, projectors, paint? |
| **Freight** | Does your exhibition have specific freighting needs? |
| **Technical support** | Does your exhibition need specialist or bespoke technical support, hardware or software, contracted electrical or engineering services or similar? |
| **External funding** | If your exhibition proposal is reliant on external funding, what is the name  of funder and grant, and the date you expect to find out if your  application is successful. |