**Dorr Museum exhibit proposal form**

**Submit completed form to Carrie Graham, the Dorr Museum manager, at cgraham@coa.edu**

Your name:

Name of exhibit:

Nature of exhibit (senior project, class project, independent study etc):

Installation date:

De-installation date:

Objective of exhibit:

Description of exhibit (attach any drawings here):

Location of exhibit:

Cost to the museum (ink and media, exhibit construction materials):

Production timeline:

**Dorr exhibit policies:**

* The exhibit proposal must be approved by the museum committee.
* The museum committee reserves the right to require an earlier de-installation date.
* The label and text files must be approved by a member of the museum committee at least two weeks prior to printing and installation. Include this deadline in your production timeline above.
* You are responsible for installation and de-installation, including disposal of your exhibit materials and spackling & sanding your wall space. If you require assistance with this, you need to inform the museum manager no less than two weeks in advance.