



EXHIBITION PROPOSAL REVIEW PROCEDURES

The Nevada Museum of Art encourages submissions from individuals or institutions wishing to propose an exhibition at the Nevada Museum of Art. The Curatorial Department reviews proposals on a quarterly basis, and although we make every effort to respond in a timely manner, it may take some time before you receive a response. We appreciate your patience.

The following guidelines are intended to help expedite the review of submissions by insuring that each proposal is as complete as possible. If you require additional information or assistance, please contact the Curatorial Department at 775-329-3333 ex. 259.

PROPOSAL INSTRUCTIONS

The initial proposal is intended to communicate your exhibit idea to the Curatorial Department. It should be clear and concise, and include the following information:

Exhibit Title: The title communicates the central theme of the exhibition, attracts viewer attention from a distance, and draws viewers to the exhibit. A creative title will also make good copy for public relations use and will help to attract media coverage.

Exhibit Concept: Succinctly explain the importance of the artworks you have brought together and why they would make a good exhibition. What questions will your exhibition ask or answer? Does the exhibition convey a specific point of view?

Educational Objectives and Intended Audience(s): Clearly articulate how you hope to engage viewers and what audiences you hope to attract to the museum. Are the objectives in the exhibit targeted for a specific audience (e.g. architectural historians, theater buffs, or contemporary arts devotees?) A general audience? Or multiple audiences?

Initial List of Artworks and Visual Images. This artwork checklist should be as complete as possible. If the proposal is accepted you will be invited to submit a more detailed proposal (which will indicate both the location and condition of the artworks available). Do not list works which are not readily available: putting the "Mona Lisa" on your checklist is not realistic. Make sure to include visuals (slides, color photocopies, etc.) of the proposed artworks. Do not include original artworks.

MAILING INSTRUCTIONS

Please send proposals to:

Curatorial Department
Nevada Museum of Art
160 West Liberty Street
Reno, NV 89501

If you would like your materials returned, please include a self-addressed, stamped envelope or other packaging with sufficient return postage. Since we do not have space to retain all of the proposals that are submitted, they will be discarded if you do not provide the necessary packaging for their return.

Thank you again for your interest in the Nevada Museum of Art!