

Exhibition Proposal Form – Guidance Notes

St Albans Museums works in partnership with the University of Hertfordshire Arts (UHArts) and decisions about exhibitions are made by the specialist staff from both organisations with the Curatorial Consultation Group

The Curatorial Consultation Group accepts new proposals three times a year. Proposals that are accepted by the group will then be developed in partnership with the museum team no exhibition is finally approved until a formal agreement is signed.

Please be aware that in a usual year we receive more exhibition proposals than we are able to accommodate. We will consider all proposals carefully but cannot guarantee that any particular proposal will be accepted.

Working Title

- Your title doesn't need to be the final exhibition title just something short that clearly tells us what you are suggesting.

Tell us about your exhibition

- This is your opportunity to grab our attention and tell us why we should work with you – what's the exhibition about and what will it include? What would you like to achieve from this exhibition? Why here? Why now?
- When thinking about the aims of your exhibition it may be useful to consider our target audiences (exhibitions not aimed at any of these audiences will still be considered)
 - Families with children
 - Young people
 - People with physical disabilities
 - Hard to reach groups (we are particularly keen on reaching audiences from the following areas: Sopwell, Cunningham, Batchwood, London Colney and Redbourn).
 - Local interest groups (eg societies, formal and informal groups etc)

- Consider how you plan to fund any exhibition and if relevant please mention that here. St Albans Museums will provide the space for free (other than the Assembly Room where there may be a charge) and other curatorial support but where possible we ask partners to contribute funding for creating their exhibition. This should not put you off from applying if you are uncertain but it is useful to identify whether your group is able to fund itself or not.
- We've got a strong vision for the principles that guide our programming to ensure we're sustainable and successful. Please refer to these and explain how your exhibition addresses these. Our five key programming principles are:

Be Entertaining

Be Specialist

Be Sociable

Be Provoking

Be Entrepreneurial

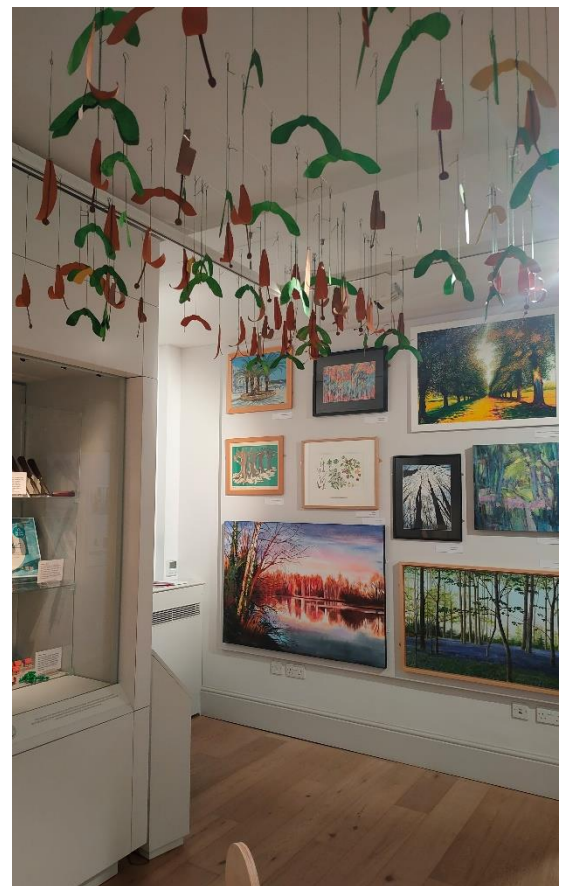
There is more information available about these principles on our [Propose an Exhibition](#) page.

Location/area proposed

- We have several display areas in our museums, each a different size and feel. You can view them all through our 360 Tour

<https://www.pan3sixty.co.uk/virtual-tours/st-albans-museum/virtual-tour.html>

- **Weston Gallery** – *this is our largest space and it is programmed by the St Albans Museums and UH Arts + Culture team.*
- **East and West Keeper's Galleries** – these galleries work together as a pair. They are on a smaller scale than some exhibition spaces and we strongly recommend visiting them before you make a proposal. Exhibitions are usually displayed for around 12 weeks.



- **Assembly Room** – This space suits dynamic short-term exhibitions of up to 3 weeks.



Cell space – ideal for pop-ups, projection and video works



- **Verulamium Colonnade** – This space suits 2D work that can be hung on the wall. We have a picture hanging system with fixings that can be used to display framed work.



- **Another space managed by St Albans Museums** – we are open to proposals for other parts of our museums if you explain why you think they would be suitable. <https://www.stalbansmuseums.org.uk/visit>

This includes a case in our **St Albans on Demand** exhibition
<https://www.stalbansmuseums.org.uk/st-albans-demand>

Proposed Dates

- We can't guarantee to accommodate preferred dates but it's useful to know if the exhibition is planned to coincide with a particular occasion, tour slot or anniversary. If you are able to be flexible please leave this blank.

Supporting material

- If you have any visuals, case studies, examples of previous work etc that you think would help us to make a decision, please include them here ideally as links to website pages. Please send a maximum of 5 links to images. If you do not have any suitable images online and are likely to be transferring large files please use WeTransfer or another file sharing website (again a maximum of 5 images and include the proposal title in the file name).

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PLEASE COMPLETE THE WEBFORM AND SUBMIT IT

This copy of the questions is to help you prepare.

Working Title:	
Tell us about your exhibition (in no more than 400 words): Information to include: <i>What are the aims of your exhibition? Why here? Why now?</i> <i>Please include an idea of how far along with your project/idea you are.</i> <i>We also advise that you refer to one or more of our programming principles as appropriate.</i> <i>Will you be using the museum collections physically or as inspiration.</i>	
Location/area proposed:	<ul style="list-style-type: none">- Keeper's Galleries- Assembly Room- Cells- Verulamium Museum colonnade- Another space managed by St Albans Museums
Proposed dates (if any):	
Is there any other material that can support your case? For example links to images of your work (please see guidance notes for size limits)	