San Francisco Public Library

Mission Statement

The San Francisco Public Library is dedicated to free and equal access to information, knowledge, independent learning and the joys of reading for our diverse community.

Office of Exhibitions & Programming
Exhibition Proposal Form

General Information

Contact Person: _____

Organization: _____

Address: _____City: _____ State:_____

Phone Number: _____Fax: _____email: _____

Exhibition Content

Please include the following information in your exhibition proposal. Feel free to add additional pages.

1. Exhibition Title

2. Description of the exhibition theme. Be sure to address the following:

- What is the exhibition goal(s)? What are the key messages that the exhibition will convey to the public?
- Who are the target audiences?
- Exhibition Strategies (i.e. how will the messages be conveyed? Through photos, objects, paintings?) Please include slides or photos of some of the objects.

Physical Details of the Exhibition

Preparation of materials for exhibition purposes is the responsibility of the exhibitor and must meet the standards of the San Francisco Public Library. Please include copies of slides or other visual materials including a sample of label and text copy.

3. How many objects are in the exhibition? What kinds of objects are they (i.e. paintings, sculpture, artifacts, photos, etc.)? Provide a complete checklist of items in the exhibition. Include object title, dimensions, medium, source.

4. Describe the support materials. Are the labels provided? If it is not ready, when will label copy be available? Who is the author of the interpretive content? Are there text panels, graphics or other visuals? Please supply samples of all.

5. How large is the exhibition (i.e. estimated linear feet and/or square feet)?:

6. Are the objects framed? Are there any special environmental considerations (i.e. light levels?)

Proposed Dates/Timing

7. When is the exhibition available?

Exhibition History

8. Has this exhibition been to other venues? If so, where and when? What are the other proposed venues? Enclose press clippings and a complete list of venues.

Proposed Public Programs

9. List some ideas for complimentary public programs such as artist lecture and slide show, panel discussion, etc. Can you provide a speakers' list?

Exhibition Costs

10. Provide an exhibition budget including all costs to the SFPL such as rental fee and shipping. Describe any additional costs to the Library such as catalogs, brochures, etc.

Security & Insurance

11. The San Francisco Public Library does not provide full time security in the galleries. The SFPL does provide locked cases. If accepted, your framed artwork will require affixing security screws to the frames. For insurance purposes, what is the monetary value of the exhibition?

Publicity

12. Do press materials exist? If so, please enclose a press release and press photos. Would you be able to help with publicity? In what way? (i.e supply press list/press contacts? Draft press release? Follow-up phone calls with the press?) Please be advised that publicity plans need to be approved by SFPL.

Support Materials

13. Include a copy of your resume, artist statement or c.v. and a letter of recommendation from a scholar or another organization affiliated with your exhibition.

Send your completed proposal to:

San Francisco Public Library
Office of Exhibitions & Programming
100 Larkin Street
San Francisco, CA 94102-4733

Before submitting please review Exhibitions Policy and Exhibitions Guidelines.

The exhibition committee meets quarterly to review proposals for Skylight and Jewett Galleries. Proposals for smaller exhibit spaces are reviewed on an ongoing basis.

If you have any questions, call 415/557-4211.