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Exhibition Proposal Template

Please complete the following document with as much detail as possible.

Where information is not immediately available, please indicate and provide reasons.

EXHIBITOR DETAILS			
Full names (individual/organisation):			
Postal and/or residential address:			
		Resident of South Africa	YES NO
Phone:		If no please specify country of residence:	
Email:			
May the KZNSA supply interested individuals or institutions with your contact details?		YES	NO
EXHIBITION DETAILS			
Proposed exhibition title:			
Curator:			
Artist(s):			
Proposed exhibition dates:			

No of weeks:		
Please indicate if the artist(s) detailed above has/have held a solo exhibition	YES	NO
Primary medium/media:		
Exhibition Concept:		
Opening Night Speaker(s):		
<i>Please attach clear photographs of the artworks to be exhibited. Your proposal will be considered incomplete without images.</i>		
EXHIBITION HISTORY		
Has this body of work been exhibited previously?	YES	NO
If yes, please provide date(s) and details of previous exhibition venue(s)		
Where are the artworks currently?		
Do media press materials exist?	YES	NO

If yes, please enclose a press release and press photographic images with this proposal.		
EXHIBITION LOGISTICS		
Number of artworks to be exhibited		
Category/categories (paintings, sculptures, drawings, etc)		
Which KZNSA Gallery space(s) will the exhibition require? Please tick.		
MAIN GALLERY	MEZZANINE	MEDIA GALLERY PARK GALLERY
Estimated size of exhibition in linear and/or square metres:		
Are the 2D works framed?		YES NO
Will an installation technician be required?		YES NO
The KZNSA allocates 2 full days for exhibition installation. Please indicate below if more time will be required:		
1 day sufficient	2 days sufficient	More time required
Do any artworks require prior installation of support materials/equipment?		YES NO
If yes, please specify:		
Are there any special environmental considerations that we should be aware of?		YES NO
If yes, please specify:		

Is the exhibition crated?		YES	NO
If yes, please describe the crating:			
EXHIBITION BUDGET			
KZNSA exhibition costs include weekly gallery hire, installation fees, a standard marketing and publicity fee and a fee for exhibition signage. Please indicate if these costs have been			
budgeted for:		YES	NO
Is your exhibition sponsored or self-funded?			
If sponsored, please provide sponsor's details:			
The KZNSA is unable to incur any costs in preparation for or to host this exhibition.			
If you have special installation requirements, are they fully budgeted for by either yourself or a sponsor?		YES	NO
If crating, artwork freight, accommodation and/or transport are required, have these been budgeted for by yourself or a sponsor?		YES	NO
EDUCATIONAL VALUE AND PUBLIC ENGAGEMENT			
What pertinent social issue(s) does the exhibition explore?			

Are you available to lead free public walkabouts and/or school/tertiary visits to your exhibition?	YES	NO
Are you available to facilitate at least one making workshop for the public or school/tertiary learners over the course of your exhibition?	YES	NO
Would the exhibition inspire an intellectual engagement in the form of a seminar or forum? Please elaborate and suggest possible speakers and/or panellists.		
Are there educational materials for teachers, students and visitors?	YES	NO
Is the exhibition accompanied by a catalogue?	YES	NO
ADDITIONAL INFO		