



## Exhibition/Program Proposal Guidelines

### Overview

On an annual basis (normally in the Fall), the Pratt Museum reviews exhibition proposals for the following calendar year. You may submit proposals at any time throughout the year, to be considered at the subsequent exhibit review meeting. Whether you're dreaming of a solo, group, or multimedia art installation, or taking a scientific, historical, or interdisciplinary look at this place we call home, we want to hear your proposals and ideas. Proposals should fit within the museum's mission and values, and explore the culture, science and/or art of the Kachemak Bay region and its place in the world. The Exhibits Committee will strive to balance these mission areas when establishing the exhibition calendar.

Special program proposals may include one-time events, a short series of events, "happenings," or other non-gallery based programs. Special programs need also to fit within the museum's mission and values.

Please fill out the Exhibition Proposal Form as completely as possible. If you have additional questions, please don't hesitate to call the museum or email [exhibits@prattmuseum.org](mailto:exhibits@prattmuseum.org).

### Mission & Values

The Pratt Museum preserves the stories of the Kachemak Bay region and provides a gathering place for people to learn and to be inspired by this region and its place in the world.

- The Pratt Museum accomplishes its mission through collections, exhibits, and programs in culture, science, and art.
- The Pratt Museum focuses on Kachemak Bay and the surrounding region of South Central Alaska. Stories and objects from other regions may be used to enhance learning and understanding of certain themes or to provide access to inspirational, relevant work being done in other parts of Alaska or the world.

The Pratt Museum is committed to fulfilling its mission by:

- Stimulating life-long wonderment and curiosity through relevant, creative, and interactive educational programs and exhibitions.
- Inspiring stewardship for the well-being of cultural and natural resources.
- Sharing information and ideas with honesty and respect for diverse viewpoints to encourage a more informed and responsible citizenry.
- Fostering trust, responsiveness, and a spirit of cooperation between the Museum and its community.
- Promoting institutional integrity, high professional standards, and fiscal responsibility through collaborative teamwork.



**PRATT**  
m u s e u m  
KACHEMAK BAY, ALASKA

## Proposal Details

<b>Working Title</b>	Don't worry if the title is not final; it can change in the future.
<b>Project Type</b>	If an art exhibit, what is the media (painting, sculpture, video, group show, installation)? If a curated exhibit on a historical or research topic, what field does it concern (social history, natural history, technology, etc.)?
<b>Objectives and Goals</b>	What is the goal of the exhibition and what is it expected to deliver?
<b>Themes and Contents</b>	Outline what themes exhibition will focus upon, and what objects and interpretive text will be on display.
<b>Mission Relevance</b>	How does the exhibition support the mission of the Pratt Museum?
<b>Gallery / Space Required</b>	What space would best accommodate the exhibit? See "Exhibit Locations" below.
<b>Equipment / Furniture / Other Materials</b>	What components will need to be installed, acquired, or built to support the exhibit? This could include pedestals, vitrines, custom cabinetry, and technical needs such as projectors or sound system.
<b>Preferred Dates</b>	Consider artist/curator's/collaborators' availability for installation and special events, seasonal visitation, and conflicting and supporting events in the community throughout the year.
<b>Target Audience</b>	Among demographics, consider locals vs. tourists, and the anticipated age range of audience. All installations must comply with ADA guidelines for space and accessibility.
<b>Supporting Programs and Educational Events</b>	What specific programming can support the gallery exhibit (artist talk, lecture presentation, roundtable, community conversation, hands-on workshop)? Who will present these events? Does the exhibit lend itself to curricula development (and does this ally with appropriate time of year for target students)?
<b>Community Involvement Opportunities</b>	Does the exhibition accommodate community involvement in development, installation, or special events?



### **Retail Opportunities**

Are works of art for sale? Are there supporting books, souvenirs, DVDs, or other materials that could be available via the Museum Store? (The Pratt Museum will retain 40% commission on works sold through a gallery exhibit).

### **Budget Detail**

You are encouraged to attach a budget with additional detail. The museum does not maintain a line item for special exhibits above keeping the facility open and basic marketing. Limited exhibit staff will be available to assist during installation. Development staff can work with exhibitors to identify sources of funding, but potential revenue sources will make for a stronger application.

### **Supporting Material**

Please submit representative work samples, whether artistic or research-based. Bios not to exceed 100 words per person. Curators of science and social science exhibits are encouraged to submit a CV. If you would like work samples returned, please include self-addressed stamped envelope.

## **Exhibit Locations**

Special exhibits may take place in one of several locations at the Pratt Museum. Below are links to floor plans to aid in exhibit design. We encourage proposers to visit the museum and experience the size and scale of each venue. Exhibitions should appropriately fill the gallery space selected.

- The [Special Exhibits Gallery](#) offers 700-900 ft<sup>2</sup> of exhibit space, with 14' ceilings and an expansive mezzanine at the western stairs.
- The [Forest Trail](#) offers numerous sites to host outdoor installations and happenings.