

# Application for Exhibition Request

Thank you for your interest in exhibiting your work or collection at the Banneker-Douglass Museum. As the state's official repository of African American history and culture, we are dedicated to supporting exhibits that promote Maryland's African American heritage. Please complete all of the questions and submit supplemental materials to the Curatorial Department C/O Shakia Gullette at: Banneker Douglass Museum 84 Franklin Street Annapolis, MD 21401. If you have any questions in regards to this form, please send an email to [shakia.gullette@maryland.gov](mailto:shakia.gullette@maryland.gov)

Supplemental Materials: Each applicant will provide a CD with digital images of the art or objects for the exhibition. Please submit labeled images with 72-150 dpi in .jpeg format. In addition, supply an index that corresponds with each image and includes: title of piece, date completed, medium (e.g. oils, watercolor, pencil, etc.), dimensions (height x width x [for 3 dimensional objects] depth), and insurance value. You will receive confirmation of your request once all materials are received. Please note, the Banneker-Douglass Museum has a three-year exhibit schedule. Please print and keep a completed copy for your records.

\* Required

Full Name \*

Address \*(Street) (City) (State) (Zip)

Work Phone \*

Mobile Phone \*

Email Address \*

Please provide general biographical information/resume. \*You may copy and paste your resume

What is the historical significance of your exhibit? Does it pertain to African American History in the state of Maryland? \*

Has historical research been done on this topic? \*

- Yes
- No

If so, please explain the scope of research. \*

Exhibition Title \*

This does not have to be concrete, but a general idea.

Number of Pieces \*Approximate Number

Has the collection been exhibited before? \*

- Yes (If yes, please provide details in the next question)
- No

If previously exhibited, please provide the cost of the exhibit, when it was exhibited, for how long, and where.

Include a brief statement describing your work. It may include a discussion of your artistic goals, an explanation of your techniques/ medium used, reasoning for the concept, or why you think your work should be shown at the BDM. \*

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What objects are in your collection? \*If possible, give a brief history of the objects

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Is the applicant the artist or creator? \*

- Yes
- No

Who will be lending the exhibit? \*The person who owns the items

- Self
- Other (If someone other than self, please provide the owner's contact information below)

Relation to the owner?

Please provide the owner's contact information if other than self.

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Do you have any current sponsors willing to assist with such costs as: \*

- Research
- Fabrication
- Invitation Printing
- Opening Reception materials
- None
- Other:

If there are sponsors, provide their contact information \*

Do you have any supporting materials? \*

- Oral History interviews
- Photographs
- Documents
- Certificates
- Plaques
- Newspaper Articles
- None
- Other:

Are any objects in the exhibit from other sources? \*

- Yes (if yes, please list items below with owner's contact information)
- No

If you are borrowing objects from other sources, please list the items with the person's contact information.

If you are borrowing objects from other sources, you acknowledge that you will have to provide proof of loan for each item. \*

- Yes
- No
- N/A

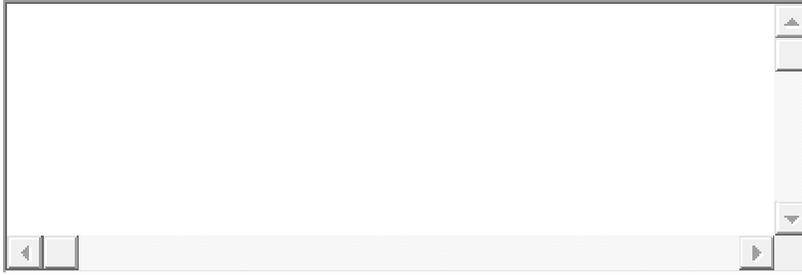
May the exhibit or items within the collection be photographed? \*Please check all that apply

- By Staff (for cataloging purposes)
- By Staff (for publicity purposes)
- By General Public/Visitors
- By Press
- Other:

If there are photography restrictions, please describe:

Who is available to participate in exhibit programming (lectures, panel discussion, etc.)? \*

Please include a short sample of recent reviews of previous exhibitions, photographs, a sample catalog, et cetera; if possible.



The applicant understands that s/he must provide the museum with a CD containing digital images of the exhibit pieces, as described above. \*Please see introduction for submitting digital images.

- Yes
- No

The curatorial staff has final editorial rights for all publicity and printed material including: catalogs, pamphlets, posters, brochures, video tapes, and any other documentation produced in conjunction with Banneker-Douglass Museum exhibitions. \*

- I agree
- I do not agree

The curatorial staff makes all final decisions for the layout and design of the exhibition. \*

- I agree
- I do not agree

No exhibit is considered confirmed until agreed to in writing by both parties in a fully executed Incoming Loan Agreement. \*

- I agree
- I do not agree

The Applicant is responsible for providing publicity information and exhibit inventory by designated deadlines. The Banneker-Douglass Museum is not responsible for materials left beyond the designated pick-up date. \*

- I agree
- I do not agree

Submit