

# EXHIBITION PROPOSAL



## 1. Proposal Details

Planned Exhibition Title	
Preferred Exhibition Dates	
Significance of Preferred Dates	
Has this work been shown elsewhere? When and Where?	

\*preferred dates will be considered, but no guarantee is offered. The gallery reserves right to select dates to best fit with our calendar

## 2. Applicant Details

*(If more space is needed, please attach additional information for relevant artists)*

Contact Details	Exhibitor 1:	Exhibitor 2:
Name		
Phone Number		
Email address		
Postal address		
Website address / Facebook page details		

## 3. Artist Statement

*Please provide some information on the concepts behind your work and your proposed exhibition. (200 words maximum)*

### Privacy

The Drill Hall Studio will use any personal information provided for the intended purpose only and for remaining in contact with you. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with our privacy policy.

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#### 4. Exhibition Rationale

Where applicable address the following criteria in your rationale. (100 words max per criteria, dot points are acceptable)

<p>Why would this exhibition would appeal to visitors?</p>	
<p>How is the exhibition relevant to our local community and culture? How could the community benefit?</p>	
<p>Describe the uniqueness or 'X factor' of the exhibition.</p>	

#### 5. Proposed activities and workshops to support the exhibition

If you are proposing to run activities or workshops, please provide a brief description here.

<p>Does the exhibition provide any opportunities for collaboration with the arts sector? The Drill Hall Studio encourages programs that:</p> <ul style="list-style-type: none"> <li>• offer relevant and cultural experiences</li> <li>• Extend knowledge and skills of content concepts, mediums and processes</li> <li>• Entice, captivate and entertain</li> <li>• Appeal to different audiences and attract new people into the gallery</li> </ul>	
<p>Would you intend to charge a fee for offering activities and workshops?</p>	
<p>Are there costs for materials associated with the proposed workshops? If, so, what is an estimate of cost per person?</p>	
<p>Do you need any staffing assistance to support workshop/program delivery?</p>	

#### 6. Exhibition logistics

Please provide details of number of works to be exhibited, dimensions of the works, running meters and/or floor space required. Please refer to the Drill Hall Studio Floor Plan.

<p>Proposed number of works including medium and size (cm)</p>	
<p>Floor space required for 3D works</p>	
<p>Special requirements to mount or install the work, including any equipment required (eg. projectors, plinths, etc.)</p>	
<p>Any possible workplace, health and safety issues associated with the artworks.</p>	

## 7. Sale of Works

Although the focus is not necessarily on selling work, for many artists this is an important outcome. A range of work at varying price points is helpful. Do you have smaller works, as well as more expensive pieces?

*\*\* A sales commission of 33% of the retail price applies. Details of sale arrangements will be confirmed in the exhibition consignment agreement prior to the exhibition.*

## 8. Exhibition marketing

Do you have any media experience or contacts?

What media opportunities can you participate in to assist in marketing and promoting your exhibition?

## 9. Financial Arrangements

Exhibitions usually run for one month, and a fee of \$500 is applicable for an exhibition using the whole exhibition space. Smaller exhibitions attract a pro-rata charge. The fee covers use of the space, staffing to assist with install, for attending the exhibition during the show, design of a print-ready invitation, and staffing on the opening night.

The cost of catering for the opening night is not included in the exhibition fee, and is the responsibility of the applicant/s.

RADF funding may be available to assist with your exhibition costs. Please check the Townville City Council Website for details, or your local council if you are not a Townsville resident.

## 9. Budgeting

How do you propose to cover the costs of exhibiting? Please consider exhibition fee, catering, framing if applicable etc.

## 10. Funding

Are you seeking sponsorship from government funding bodies and/or the private sector?

Has the artwork/exhibition creation been a funded project? By whom? (Please provide details of required promotional content and logos associated with sponsorship).

## 11. Checklist

- Have the relevant digital images of the subject work, or recent examples of your work?
- Have you attached the relevant Artist/s CV?
- Have you attached other relevant information which you did not have space to include in the application form?
- Have you completed the application form?

## 12. Declaration of applicant

I/We, the applicant, declare that the above information is correct in all respects, at the time of lodgement of this application with the Drill Hall Studio. Should any of the details given in relation to this application be changed in the future, the applicant shall advise the Drill Hall Studio in writing prior to making any changes.

Signature/s

Date