

EXHIBITIONS PROGRAM

PLANNING YOUR EXHIBITION

Bookings are essential. To make a booking you must complete and submit this exhibition application form. Applications will be considered in the order in which they are received, and must be made with plenty of advance notice.

If your application is successful, the following timelines will apply.

At least six months ahead:

- Please liaise with the relevant Library Coordinator to make a time to visit the library, look at the exhibition space, and discuss your plans.

At least two months ahead:

- Provide a promotional blurb and image for your exhibition at least two months before the installation date, to meet our marketing and promotions deadlines.
- Please ensure you have provided us with your public liability insurance to cover any potential damage to the artworks, and any health and safety issues that may arise in the install or deinstall of your works.
- Confirm any launch event requirements.

At least one month ahead:

- Provide a sketch/mock-up of your exhibition layout at least four weeks before the installation date.
- Provide photographs of your artworks (or indicative artworks) to be included in your exhibition at least four weeks before the installation date.
- Confirm your installation plans with our Library Coordinator.

EXHIBITION APPLICATION FORM

CONTACT INFORMATION

Name: _____

Address: _____

Phone: _____ Email: _____

Company or Organisation Name (if applicable): _____

Website: _____

Company ABN (if applicable): _____

EXHIBITION DETAILS

Proposed Exhibition Title: _____

Exhibition Description (50-100 words please):

Promotional Image Attached: Yes / No

Preferred Exhibition Dates: _____

Preferred Library to host Exhibition:

STRATEGIC OBJECTIVES

Please indicate how your exhibition aligns with the GRL's Library Plan and eligibility criteria, as outlined in the introduction on this form: _____

AUDIENCE

Who do you think your exhibition will most appeal to? Please describe your intended audience _____

ABOUT THE ARTIST/GROUP

What other exhibitions have you held? (please attach any supporting material such as photographs or media clippings) _____

What professional training (if any) have you undertaken? _____

RISK ASSESSMENT

Please identify any possible risks (eg. Health and safety, reputational) and suggest strategies to minimise risks

Please provide a copy of your own public liability insurance to cover this exhibition. Attached – Yes / No

CROSS-PROMOTION

Please note that Geelong Regional Libraries will undertake marketing and promotions, but we also expect our exhibition partners to actively market and promote their own exhibition.

What marketing activities will you be undertaking to promote the exhibition? _____

Please provide your social media links:

Website _____

Facebook _____

Twitter _____

Instagram _____

SUPPORT MATERIAL

Please attach any further documentation and/or images to support your application.

**Please send your completed Application form directly to the relevant Library Coordinator,
and we will respond as soon as possible.**

The more information you can provide, the better we can assess your application.

Incomplete application forms cannot be considered.