

EVERHART MUSEUM

NATURAL HISTORY, SCIENCE & ART

Exhibit Guidelines

Each year the Everhart Museum receives numerous proposals to host exhibitions. In order for us to review your idea, please consider the following criteria as you develop a proposal. Priority is given to exhibitions that reflect a strong relationship with our institutional mission.

The mission of the Everhart Museum is to foster knowledge, exploration, and appreciation of natural history, science, and art with emphasis on northeast Pennsylvania's unique heritage. The museum endeavors to:

- Use its resources to enlighten, educate, engage, and delight the public through exhibits and educational/cultural programs, developed in cooperation with our communities and local, regional, and national institutions;
- Maintain and strengthen collections of minerals, flora, and fauna, as well as cultural and artistic creations from the Pennsylvania region, while sustaining limited, superior collections from other regions and cultures;
- Encourage philosophical evaluation of the world around us through scientific and artistic explorations;
- Provide a stimulating, inviting environment for first-time and experienced museum visitors of all ages.

Exhibit Title: _____

Proposed Dates: _____

Exhibit Source [if traveling] or Curator [if to be developed]: _____

Security Requirements: Low Medium High

Rental Fee or Exhibit Costs [attach budget to this proposal]: _____

Please answer the following questions. Attach additional pages if you require more space.

1. How does this proposed exhibit reflect the Everhart Museum's mission?

2. What area[s] of the Everhart Museum's collections does this proposed exhibit support?

Natural history Science Fine Art Decorative Art Folk Art

3. Is this exhibit topic one that has been displayed at the Everhart Museum before? If yes, explain when and why this exhibit installation would be different.

4. Has this exhibit been shown at another institution within a 100-mile radius of Scranton? Please indicate where and when.

5. Who is the target audience[s] for this proposed exhibit? Explain why it will appeal to the target audience and what the potential is for new audience development.

- Family Youth Senior General Public Specialized Audience

6. What is the public programming component of this proposed exhibition?

Required Attachments:

- Proposed exhibit budget – include any research/development and prep/installation costs, as well as rental fees, publication costs, etc. If there is potential for cost-sharing or grant support, please indicate these sources of funds.
- Slide sheet or PowerPoint presentation disk with 10-20 sample images of proposed exhibit content. If this is a traveling exhibit, include images of its installation at other venues.
- Checklist and complete venue schedule with dates and locations if this is a traveling exhibit.
- Recommended Attachments: Artist CV and exhibit history, bibliography, sample publications.

Contact Name: _____

Email: _____ Daytime Phone: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Date Submitted: _____ Date Reviewed: _____