



## EXHIBITION AND PROGRAM PROPOSAL GUIDELINES

Thank you for your interest in exhibiting or providing programming in PGAAMCC's Gallery. The mission of the Prince George's African American Museum and Cultural Center (PGAAMCC) is to celebrate and inspire the Community through the cultivation, preservation, and presentation of the cultural and artistic contributions of African Americans in Prince George's County, Maryland. The following will be considered for all proposed exhibitions and programs:

- **Relevance:** is the topic relevant to PGAAMCC's mission and goals to ensure that the mission is being upheld at all times. Each year we focus exhibitions on Art, History and Culture.
- **Timeliness:** has the topic or some aspect of the topic been covered by another exhibit in the recent past (two to three years)
- **Availability of appropriate materials:** can the topic be illustrated with artifacts from PGAAMCC's collection or with readily available loans.

The proposal should be clear and concise and should include the exhibition's thesis, educational intentions, intended audiences, artifacts and artwork you plan to include (with visual examples). Clarity in the articulation of your intentions for the exhibition will, in some ways, reflect its educational value for the public.

The following is a list of what must be included in your proposal:

- Cover letter: Brief, succinct, indicating that this is a proposal to be considered for exhibition. Introduce the artist(s), the artwork, the proposal, and how it fits with the venue's mission statement, including relevant ties to the venue (local/regional/national).
- Theme or description of work (the artist's intent for the exhibit)
- Proposed dates exhibit is available
- Contact info (phone, address, email)
- CV, resume, and/or bio, whichever the venue has specified
- Artist statement (if artist)
- Images (Three images per proposal) representative of your proposed exhibition. Images should be in digital format with a resolution of 300dpi. Images must be numbered and labeled. The professional manner in which the work is presented is extremely valuable in assessing each proposal.
- Educational elements of the exhibit, and/or whether the artist is available for workshops, classes, or lectures.
- Information addressing any financial concerns. Will you need funding? Are you applying for grants? Do you have sponsorship?

We encourage a variety of exhibition types. All media will be considered. If you wish, you may complement your show with a lecture and/or multimedia presentation. Exhibitor's funding responsibilities must be secured before submitting the proposal. If exhibition material varies significantly from images used in the exhibition proposal, staff reserves the right to cancel the exhibition. PGAAMCC staff will review all submitted proposals. If your proposal is deemed to uphold the mission of the Prince George's African American Museum and Cultural Center, **the Acting Executive Director will contact you.** Unannounced visits and unsolicited phone calls are strongly discouraged.