



## CONCORDIA UNIVERSITY, WEBSTER LIBRARY EXHIBITION PROGRAM PROPOSAL FORM

*Save this form to your computer before completing (information entered in your browser will not be saved). Send completed form to the Library Exhibition Committee: [lib-exhibitions@lists.concordia.ca](mailto:lib-exhibitions@lists.concordia.ca)*

### Contact information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Role:  curator  exhibitor  other (specify): \_\_\_\_\_

### Exhibition or project details

Exhibition or project title: \_\_\_\_\_

Preferred exhibition dates: Opening: \_\_\_\_\_ Closing: \_\_\_\_\_

#### Proposed location(s):

- Webster Library Vitrines (LB-2);
- Display cases (For available locations, refer to G-18);
- Other desired location(s) (specify): \_\_\_\_\_

*Exhibition and project dates, along with their location in the Webster Library are determined by the Library Exhibition Committee.*

### Exhibition or project description

The description (**maximum 500 words**) should include:

- Reference to the theme(s) of the exhibition or project
- Technical requirements (if applicable)
- Any desired special activities or programming to complement the exhibition or project

**Biography**

A biography of each exhibitor including educational background, exhibition experience and current activities should be provided if applicable (maximum 100 words per exhibitor).

**Accompanying documentation**

Submit one or more high resolution jpeg images of works (maximum 10) to be exhibited at least one month before desired opening date to : lib-exhibitions@lists.concordia.ca

Submit along with a detailed list that describes supplied images (Name of creator, title, date, medium, dimensions)

**Permissions and acknowledgements**

By submitting this proposal, I hereby:

Confirm that I hold the copyright for the attached image(s), or have the authority to act on behalf of the copyright holder(s) of this image/these images.

Confirm that I have the right/permission to display the materials described in this exhibition proposal.

Authorize Concordia University to reproduce the attached image(s) or images of the exhibition itself for institutional and/or promotional purposes.

Acknowledge that I have read and agree to comply with the Webster Library Exhibitions Policy & Procedures (G-18).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date