

EXHIBITION REQUEST FORM

Proposed **EXHIBIT TITLE:**

DATES preferred (inclusive):

Alternate DATES:

EXHIBIT DESCRIPTION: (outline scope of exhibit and list types of materials: books, ephemera, media, or other exhibit modes)

Originals: _____ Reproductions: _____

APPROXIMATE VALUE OF EXHIBIT (if applicable): \$

SOURCE OF MATERIALS IN EXHIBIT: (Libraries collections, personal collections, traveling exhibit, local, state-wide, etc.)

PHYSICAL REQUIREMENTS: (space required, number of display cases, special display devices, lighting, electrical, internet connections)

SUPPLIES TO BE USED FOR MOUNTING EXHIBIT:
(book stands, easels, fabric, etc.)

ACCOMPANYING MATERIALS: (website, catalogs, flyers, flags, handouts, etc.)

PUBLICITY and/or ASSOCIATED EVENTS PLANNED: (any publicity and/or plans for events in the library must be submitted to the Exhibits Committee for approval prior to exhibit scheduling)

REQUESTOR:

KU Department or organizational affiliation:

I will be responsible for installing and dismantling the exhibit and agree to remove it promptly at the end of the exhibit period. I have read the Libraries Exhibit Policy and acknowledge by my signature below that I accept the conditions and responsibilities stated therein and will hold the University and Libraries harmless for any condition relative to the exhibit beyond general control.

Signature	Date	Email	Phone
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Approved / Denied _____
Chair, Exhibits Committee Date

Exhibit Committee sponsor: _____