EXAMPLE Peltz Gallery Proposal form

DO NOT EMAIL THIS FORM AS IT IS AN EXAMPLE ONLY

All proposals MUST be completed via the ONLINE FORM LINKED HERE: LINK

- **All proposals must be formally made by a full-time member of academic staff at Birkbeck.**
- **The Peltz Gallery is not bookable as a teaching room.**
- **Events/exhibitions accepted from outside the School of Arts will be charged a fee.**
- **Complete all questions in the proposal as this increases the likelihood of success.**
- **Successful applicants for use of the Peltz Gallery should note that they are entirely responsible for the events they are organizing**

CONTACT DETAILS

1. Forename	
2. Surname	
3. Email Address	
4. Telephone number	
5. Department	

EXHIBITION OR OTHER EVENT

6. Event title to be published	
7. Event description and rationale	
8. Duration of events and ideal dates	
9. Please indicate the room can be used for events during the exhibition	
10. Description of works to be exhibited: (numbers, dimensions, media)	
11. Does the event form part of a funded research project?	□ Yes □ No □ Other – Please specify
12. Provide details of technical requirements and specialist equipment	
13. Are there specific links with research outcomes, impacts, developments or teaching?	
14. How do you propose to fund this event?	
16. What is the estimated budget?	
17. What is the potential audience/ donor interest for the event?	

Have External Relations/Alumni been contacted?	
18. Provide a list of proposed associated events and individuals that you intend to or have already contacted (panels, workshops, screenings, readings etc):	
19. Specify any links to School of Arts research centres	
20. Have you identified potential partners (internal or external to the College)?	
20. Further comments	

PUBLICITY	
20. Please provide a paragraph for use in Publicity and Promotion (Lively, simple and clear. Up to 250 words)	
21. Two High-Resolution photos must be submitted for use in Peltz Gallery publicity. Please indicate which you will choose to do.	□ E-mail peltzgallery@bbk.ac.uk □ Visit http://www.wetransfer.com and transfer these to peltzgallery@bbk.ac.uk