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: __________________________________