

## **Calderdale Museums and Galleries Exhibition Proposal form**

### Guidance notes on applying

Calderdale Museums have temporary exhibition spaces at Smith Art Gallery in Brighouse and Bankfield Museum in Halifax, which has three spaces available of varying size. We suggest you visit our sites to select a suitable venue.

The aims of our exhibition programme are to attract more visitors and reach new ones, promote local history, stories, collections and artists, and if possible, generate income through shop sales and events tickets. We are always keen to work with new groups and artists and to forge new partnerships with other museums and organisations.

Calderdale Museums Service host an average 8 – 10 exhibitions each year, 3 – 4 of which are large exhibitions at Bankfield which our main marketing focuses on. We try to vary the content across different themes and periods as well as across art, sculpture, photography, film, textiles and historical and modern objects.

We assess all exhibition proposals at our quarterly Programming Meetings and are usually planning one year in advance. We currently select exhibitions against the following criteria so please consider these in your application:

1. Attracting audiences
  - Will the exhibition appeal to our current audiences and possibly attract new ones?
  - Is there are unique selling point of your exhibition which would help us to market it, and again, possibly attract new visitors?
2. Generating income
  - Will your exhibition help us to generate income? The exhibitions we host are never charged for, but we do need to raise funds to continue our museum work. This can be through sales of works (we charge 33% commission on all sales), linked books, prints, and merchandise etc..
  - Can you offer any ticketed workshops and talks?
3. Local and Regional links
  - Ideally, the exhibition needs a reason to be hosted in Calderdale- are there strong local links- either the exhibition's creators or the subject matter, particularly exhibitions that link to the museum's or gallery's collections that we can display alongside your work?
  - We are particularly interested in projects that engage different areas of the community or promote collaborations and cross promotion between other organisations, museums and galleries in the region.
4. New ideas
  - We want to be able to host exhibitions from new artists and groups who many not have exhibited here before to attract new audiences and vary our exhibitions.
  - We are also interested in open to new interactive or digital installations and ideas.

All individual artists are welcome to enter their work into the Calderdale Open which is hosted each year around September to October time at Bankfield.

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Exhibition Proposal form**

Please complete this form with as much information as possible and send along with any images of work and/or previous exhibitions to [collections@calderdale.gov.uk](mailto:collections@calderdale.gov.uk) or Exhibitions Officer, Bankfield Museum, Boothtown Road, Halifax, HX3 6HG.

**Exhibition Title:**

**Proposer's Details:**

*Name:*

*Organisation:*

*Address:*

*Email:*

*Phone:*

*Website:*

**Proposed location, date/s and duration of exhibition:**

**Description of Proposal:**

*Ideally, the exhibition needs a reason to be hosted in Calderdale- are there strong local links- either the exhibitions or the subject matter, particularly exhibitions that link to the museum's or gallery's collections that we can display alongside your work?*

*Please note we require all art works to be fitted with mirror plates ready to be mounted onto walls. Please provide your own mounting equipment/ stands for any 3D works or items to go in cases. We have a selection of cases available for temporary exhibitions- please outline your requirements here.*

**Relevant Previous Experience/Exhibitions:**

*Please provide any images or weblinks to support your application here. Please print them out for us rather than emailing large files or sending disks- as we then have to print them as several of us need to see them in a meeting.*

**Benefits of Exhibition for the museum service and local community:**

*Will this attract new audiences, increase visitor numbers? What is the unique selling point? We are particularly interested in projects that engage different areas of the community or promote collaborations and cross promotion between other organisations, museums and galleries in the region.*

**Learning Opportunities (such as schools or informal learning groups):****Potential related events, talks or activities alongside the exhibition:**

**Potential income from Sales & Events:**

*Will your exhibition help us to generate income? The exhibitions we host are never charged for, but we do need to raise funds to continue our museum work. This can be through sales of works (we charge 33% commission on all sales), linked books, prints, and merchandise etc,. Can you offer charged for workshops and talks?*

**Potential Exhibition Costs:****Staffing Support Required:**

*We can assist with exhibition installations and removal but need at least one person to be available to help us. We usually install and take down exhibitions at Bankfield on Mondays between 10am to 4pm. We are happy for individuals or groups to undertake invigilation of galleries- this must be discussed and arranged with Museums.*

**Date of submission of proposal:**