

## TEMPORARY EXHIBITION PROPOSAL

Date of proposal submission: \_\_\_\_\_

Submitted by: \_\_\_\_\_

**1. Title of exhibition:**

Working title \_\_\_\_\_ Final title \_\_\_\_\_

**2. Dates of the exhibition:** \_\_\_\_\_

Specific reasons, if any \_\_\_\_\_

**3. Organizing institution:** \_\_\_\_\_

(by the RMCA or other institution)

**4. Description**

Describe the project in maximum 1 page (A4), discussing the scope of the exhibition and its context.

**5. Aims of the exhibitions**

What are the aims? How will the exhibition achieve these aims? How do these aims relate to the general aims (mission statement) of the museum?

**6. Interest of the exhibition**

Describe the current state of affairs in terms of knowledge and/or research in relation to this theme. Discuss the originality of the proposed exhibition: has another important museum organized a similar exhibition? If so, how does this proposal differ? If relevant, describe the meaning of the museum collection with respect to the domain of research of the proposed project.

**7. Curators**

internal: \_\_\_\_\_ lead curator                      yes / no  
external: \_\_\_\_\_ lead curator                      yes / no

Describe briefly the qualifications of the external curator as related to the exhibition and attach his/her CV. Also describe the planned division of responsibilities amongst internal and external curators of the project.

**8. The visitors**

How many visitors are to be expected? What types of visitors are targeted? Are there new groups that could be attracted by the exhibition? Are there certain strategies to broaden the scope of visitors?

**9. Educational and visitor-oriented programmes**

Describe your ideas concerning educational programmes that could be elaborated in collaboration with the educational services of the Museum, and informative methods (e.g. video, interactive computer programmes, ...) that could increase visitor participation.

**10. Publication and other accompanying materials**

Should a catalogue be planned, describe the structure, layout, and target audience. Identify the authors. Describe any other accompanying publications (CD Rom, ...)

**11. Lenders**

Identify lenders and note their potential level of commitment. E.g.: Will certain loans be difficult in terms of insurance and security? If so, why? (This can be the case for fragile or voluminous objects; overlap with exhibitions in other museums; loan policy of the loaning institution or unusual demands placed by the lender).

**12. Travelling exhibition?**

Should the exhibition be intended for travelling, name the potential venues for the exhibition and the extent to which there is already some form of engagement in this respect.

Who is responsible for the organization?

**13. Development possibilities**

Possibilities for collaboration with African institutions/colleagues, expansion of collections (of either our own or of others), etc. potentially engendered by the exhibition.

**14. Budget**

**15. Funding**

What funding is already available? What are the other sources of funding that could be solicited?

For: the exhibition proper / publication(s) / other programmes

**16. Time planning**

If approved, when would the project be ready to be carried out?

**17. Exhibition surface area: \_\_\_\_\_ m<sup>2</sup>**

**18. Scientific committee:**

**19. Objects:**

**Total number:** \_\_\_\_\_

Attach, if possible, a list of the exhibition items with images of the objects or representative types.

**Origin of objects:** RMCA \_\_\_\_\_; National \_\_\_\_\_  
International \_\_\_\_\_  
(countries, where possible)

**Number of objects to be borrowed:** \_\_\_\_\_

**Non-light-sensitive objects**

Number of flat objects: \_\_\_\_\_

Number of 3-dimensional objects: \_\_\_\_\_

**Light-sensitive objects**

Number of flat objects: \_\_\_\_\_

Number of 3-dimensional objects: \_\_\_\_\_

**Living specimens:** \_\_\_\_\_

**Climatological demands:**

Explain

**Do certain objects require conservation? (quarantine,...)**

Explain

**Do certain objects require special security measures**

Explain

**Will certain objects have to be replaced? Yes / no**

Explain

**20. Other exhibition material:**

Number :    photos \_\_\_\_\_; maps \_\_\_\_\_; interactives \_\_\_\_\_;  
                  text panels \_\_\_\_\_; audiovisuals \_\_\_\_\_  
                  other \_\_\_\_\_

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Signature of the submitting party \_\_\_\_\_ date \_\_\_\_\_