



Art Galleries

T: 516.323.3196

F: 516.323.4897

E: artgallery@molloy.edu

1000 Hempstead Ave., PO Box 5002, Rockville Centre, NY 11571-5002
www.molloy.edu

Exhibition Proposals must include the following. See page 3 of the Application form for formatting of attachments. Email completed proposal packages to artgallery@molloy.edu

- Application Form (3 pages)
- 5-10 images of representative works
- Preliminary Checklist
- Artist's resume and statement
- Curator's resume and bio (if needed)

Submission and Review Process: Incomplete proposals will not be reviewed. Proposals are currently being reviewed 1 year in advance. Materials sent via post will not be returned, please do not send originals.

Contact Information
Name:
Phone:
Email:
Website:
Address:
Affiliation with Molloy College:
Exhibition Information
Show Title:
Preferred Exhibit Dates:

Molloy College



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Exhibition Concept or Description:
Number and Type of Objects:
Special requirements:
Educational or Public Programming
Ideas for Lecture, Workshop or Gallery Talks
Potential Speakers (if known)
Does the Exhibition coordinate with a Molloy Course offering, event or program?



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Exhibition Budget	
Installation:	
Reception:	
Marketing:	
Rental Fees:	
Transportation:	
Honorariums:	
Other:	
Total budget:	
Potential Funding Sources:	

Formatting Attachments
<p>Images 5-10 images of representative works , samples must use the following naming convention: LastFirstInitial##.format ex. SmithJ01.jpg</p> <p>Digital media should be RGB, oriented correctly and .jpg files. Pdf files of images will not be accepted.</p>
<p>Preliminary Checklist Include artist title, date, medium, dimensions and insurance value. An insurance value must be provided for all works regardless of sale status.</p>
<p>Artist's resume and /or statement No more than 2 pages in length</p>
<p>Curator's resume and bio (if needed) No more than 2 pages in length</p>