



**MOLLOY  
UNIVERSITY**

**Art Galleries**

**T:** 516.323.3196

**E:** [artgallery@molloy.edu](mailto:artgallery@molloy.edu)

1000 Hempstead Ave., PO Box 5002, Rockville Centre, NY 11571-5002  
[www.molloy.edu](http://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](mailto: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 University: |
| Exhibition Information              |
| Show Title:                         |
| Preferred Exhibit Dates:            |



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