



EXHIBITION PROPOSAL FORM

MAGDA is soliciting exhibition proposals for tour in 2026, 2027, and 2028. The MAGDA Board of Trustees will meet in July to review exhibition proposals to present to the MAGDA membership for potential booking at the conference in October. **We are looking for qualities such as: artistic merit, educational value, cultural and historical relevance, and exhibitions not-yet-seen throughout the state.** Submission does not guarantee member review and member review does not guarantee bookings. A minimum of three bookings are required for an exhibition to tour.

All exhibitions must be sponsored by a member organization. A maximum of 2 proposals will be accepted for presentation, more than 2 may be submitted for review. The sponsoring organization/ artist is responsible for preparing the exhibit for tour. Including professional crating, condition report book, labels, interpretive text, press packets, etc. Works must be shipped in a ready-to-hang format. **Framed work must use plexiglass.** All contracts and communications with MAGDA will be made with the sponsor only. Proposals must present the exhibition with the most complete and up-to-date information possible. Slight adjustments may be made post proposal in preparation for booking. **Work in the exhibition must be completed upon member presentation.**

Sponsoring Organization: _____

Contact Person: _____

Address: _____

Phone: _____ **Email:** _____

Title of Exhibit: _____

Name of Artist(s): _____

Medium: _____

Exhibit Rental Fee: (up to 6-weeks and 7-12-weeks) _____ / _____

Insurance Value: _____

Image Requirements:

- PowerPoint or slide deck of each piece in exhibition for review. (Max 45 megabytes)
- Separate set of jpg images and corresponding inventory list for distribution and marketing. (Max 300 pixels/ inch)

CRATE ESTIMATES:

Estimating crating for proposals is acceptable. Completed crates must be professionally made, safe to travel, and made manageable with wheels and handles where necessary. **Crating information must be finalized 6-weeks prior to first booked exhibition.** Sponsoring organization is responsible for the costs of crating and shipping to first venue.

Quantity: (within 2) _____

Weight of each: (within 50lbs) _____

Size of each: (within 6") _____

Square Footage Required for Exhibition: _____

Dates Available for Touring: (between 2026 – 2028) _____

It is recommended you carefully consider tour preparations when choosing available dates. Please allow yourself and the artist adequate time to meet the above requirements.

Description of Exhibit: (please use a separate page if needed)

Number and Size of Pieces: _____

Integrative Resources: (please check all that apply)

MAGDA strongly encourages sponsoring organizations to offer education and outreach materials to accompany the exhibit. Please select what resources are available to help increase community engagement.

- | | | |
|---|---|--|
| <input type="checkbox"/> Art Education Curriculum | <input type="checkbox"/> Link to Video/ Documentary | <input type="checkbox"/> Presentations |
| <input type="checkbox"/> Community Partnership | <input type="checkbox"/> Artist Talk/ Workshop | <input type="checkbox"/> Other |
| <input type="checkbox"/> Literature/ Articles | <input type="checkbox"/> Historical Photos/ Artifacts/ Papers | |

Please describe or attach resources: _____

Special Restrictions or Requirements: _____

DEADLINE FOR SUBMITTING PROPOSALS – JUNE 15, 2025

Please submit proposals **digitally** to MAGDAdirector3@gmail.com

A proposal fee of \$25 for MAGDA members/ \$50 for non-members is due at submission.

Mail Checks to:

MAGDA
126 Sweetgrass Ave
Bozeman, MT 59718

PayPal: (+\$5 processing fee)

paypal.me/MontanaArtGalleries

Questions? Contact Alissa Kost, Executive Director: 406-570-9519, MAGDAdirector3@gmail.com