

Proposal for organizing and traveling the exhibition

1) Curating exhibition: \$XXXX

- Identifying objects for prospective inclusion and developing a checklist
- Creating exhibition texts (including text panels, object labels, any web content, press release)
- Coordinating production of publication – managing contracts, coordinating with graphic designer and editor, setting up schedule and making sure everything is on track, proofreading

2) Marketing the exhibition: \$XXXX

- Developing a travel packet (excluding any graphic design expenses)
- Developing a targeted list of 20 museums/art venues, to be agreed upon with clients
- Sending out paper or digital packets; following up as often as necessary, by phone or email, to receive a response from each

3) Tour Logistics : \$XXXX/venue

- Scheduling tour dates
- Coordinating communication with tour venues
- Negotiating contract and price
- Point person for shipping (if necessary)
- Overseeing installation (if expenses are paid by tour venue)
- Coordination exhibition texts and images for each venue