

Stage 1 form - Bristol Culture exhibition proposals

Please complete this for all new exhibition proposals only after you have spoken to the Senior Exhibitions and Events officer

Have you spoken to the Senior Exhibitions and Events officer? Yes / No

Criteria for decision making

The overarching criteria for decision making are as follows:

- For exhibitions in the two main Temporary Exhibition Galleries at Bristol Museum & Art Gallery (BMAG) and M Shed:
 - Will it generate income?
 - Will it increase visitor figures?
 - Will it raise Bristol Culture's profile locally, regionally and / or nationally?

- For Balcony Gallery and TEG 2 at BMAG, Bristol Record Office, Red Lodge, Georgian House, Blaise:
 - Will it showcase Bristol Culture's collections which haven't been on display for some time or showcase new acquisitions?
 - Will it encourage paid school visits?
 - Will it draw new visitors into the site?

Process for decision making

1. The completed form will be put on Basecamp for two weeks for comments from anyone working in Bristol Culture plus Community Partners .
2. The Programming Group which meets once every two months will assess the proposal. At this meeting the person who has made the proposal (the Project Champion) can present their idea to the group if they wish (5 minutes). The Programming Group is made up of representation from across Bristol Culture.
3. A recommendation is then made to Bristol Culture's senior management team (Director plus the Heads of Transformation, Collections, and Engagement). They meet weekly.
4. The Senior Exhibitions and Events officer lets the Project Champion know the decision. This process should take no more than 10 weeks.

There are three outcomes:

1. The proposal is not considered suitable for further development.
2. The proposal is agreed in principle, subject to a more detailed plan (see below).
3. The proposal is agreed and can go ahead assuming that certain conditions are met (for example in relation to funding)

If the proposal is agreed in principle, then a far more detailed plan will need to be submitted to develop the idea in detail, particularly if it is for one of the two main exhibition galleries in M Shed or BMAG. The detailed proposal will need to take into consideration every aspect of the exhibition's development and delivery including but not limited to: opportunities for learning, community engagement, and volunteering; a detailed budget including details of funding and sponsorship; proposals for partnership working and digital engagement; an audience development plan; an outline events programme; details of production resources;

a time schedule; outline marketing and interpretation plan. After considering the more detailed proposal, Bristol Culture reserves the right not to go ahead with the exhibition.

There is a diagram which explains this process at the end of the form.

Deadlines

The closing dates for receiving this proposal in order for it to be discussed the following month are:

2016: 23 May, 18 July, 19 September, 21 November

2017: 23 January, 20 March

The dates of the Programming Group meetings are:

2016: 6 June, 1 August, 3 October, 5 December

2017: 2 February, 6 April

Please type your answers in the grey boxes.

Consultation with Bristol Culture staff
To inform your proposal we strongly recommend that you speak to relevant staff in Bristol Culture before completing this form. Please tell us who you have spoken to. If you are unsure who to speak to or how to contact them ask the Senior Exhibitions and Events officer (details above)
Curator/s
Participation (young people, communities, volunteering, access and inclusion)
Learning (Pre-school, Primary and Secondary, HE & FE, Life Long Learning)
Exhibitions & Events (families, events, programming & scheduling)
Audience Development
Fundraising and Sponsorship
Digital
Conservation
Marketing
Retail
Front of House
Arts, Festivals and Events
Other

What is your name?

What are your contact details?

If you don't work for Bristol Culture, what is your role?

Date:

1. Your Idea

Title of proposal

What is the idea? (maximum 150 words)

In a sentence sell your idea to visitors (maximum 30 words)

2. Location and timing

When do you envisage this taking place, **where** and for **how long**?

Why is it important at this time? Is it time critical?

How long is required to develop this idea to production?

3. Partners other than Bristol Culture

Who else is involved and what is their contribution / role?

4. Audiences

Please describe in your own terms the type of audience you want to attract with the exhibition and that you think the exhibition is aimed at. (If you know the specific Acorn* audiences segments, please also state them here.)

Will this exhibition include specific measures to target and attract diverse audiences? If so, please provide details including a description in your own terms of the audiences. (If you know the specific Acorn* audiences segments, please also state them here.)

*The Acorn user guide can be found here -

<http://acorn.caci.co.uk/downloads/Acorn-User-guide.pdf> . If you would like to discuss in more detail please contact Bristol Culture's Audience Development officer

5. Finance

What is the estimated total production cost? Please give as much of a breakdown as you can at this stage

What sources of funding to you have for this project?

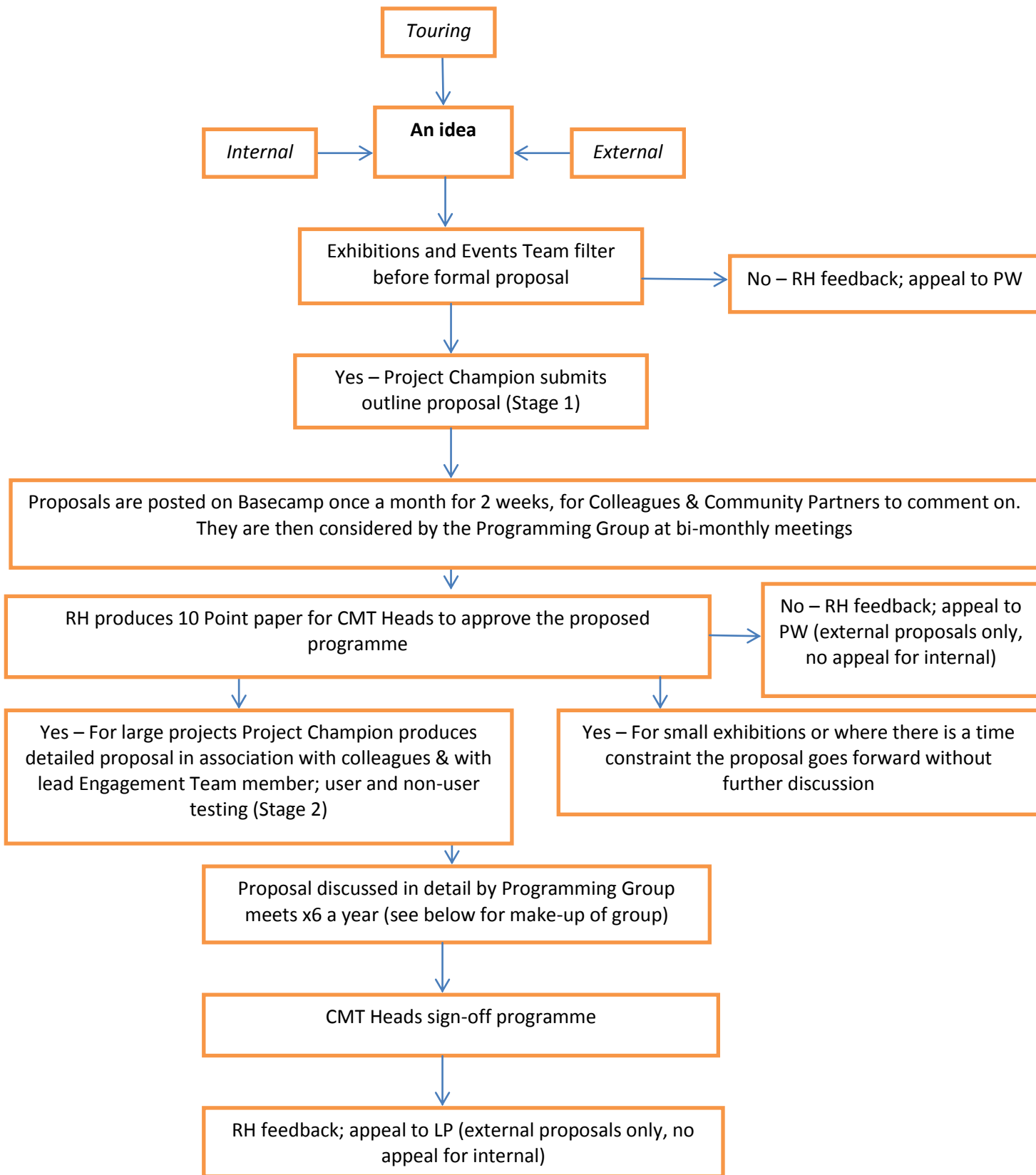
6. What experience do you have of organising temporary exhibitions?

7. Is there any other information you would like us to know?

8. If internal to Bristol Culture, which Senior Manager has agreed this proposal?

Form Version 3 - March 2016

Process for agreeing exhibitions for Bristol Culture



Note In some circumstances this process might need to be bypassed in order to get a quicker response. For example, if there is a suitable Touring Exhibition, but a slot would be missed by following this process; if a partner is proposing something where there is an urgent funding deadline; if there is an offer too good to be refused which had to be accepted immediately, or the offer would be lost.