



## SUBMITTING EXHIBITION PROPOSALS

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Thank you for your interest in submitting an exhibition proposal to the Richmond Art Museum (RAM). To ensure the timely and thorough review of your proposal, please follow these guidelines. RAM is one of the oldest art museums in the State of Indiana, and is dedicated to presenting innovative exhibitions by the finest Indiana and regional artists. The Museum's exhibition programming is determined solely by both the curatorial staff and exhibition committee.

RAM welcomes submissions from artists for review, but asks that prior to submitting your work you consider our mission and programming in order to determine whether your submission is appropriate to our Museum. We review all submissions, but have a strong focus on showing Indiana artists and surrounding states. The best means to determine the appropriateness of your submission would be to visit the Museum and tour our changing exhibitions. If this is not possible, please explore our website and browse our current and past exhibitions.

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### **Proposals should include all pertinent information:**

- Statement about the work under consideration
- Curriculum Vitae (resume) for each artist and/or curator involved in the process
- Photographs on CD or DVD, as jpg files, or a URL address where we can view the work
- Images must be labeled, with title, date created, media and dimensions.
- Scheduling availability
- Telephone number and/or email address
- Self-addressed stamped envelope for return of material
- Please submit ALL of the above in a single PDF file via email to:  
**exhibits@richmondartmuseum.org**

#### **Submit via mail to:**

Exhibition Committee  
Richmond Art Museum

P.O. Box 816  
Richmond, Indiana 47375

Materials submitted without a self-addressed stamped envelope will not be returned.  
RAM cannot be held responsible for submitted material.

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**PLEASE NOTE**

The process of reviewing images is performed on a quarterly basis and may take up to several months. Please do not submit any material that you will need returned immediately. It may not be possible to reply to every submission. Submissions are gathered twice annually and divided for quarterly review, making them easier to process for our Exhibition Committee.

**Annual Submission Deadlines:**

**June 30**

**December 30**

While we are happy to review your work, doing so will not constitute a promise to exhibit your work. Most exhibitions are planned a minimum of two years in advance and are carefully balanced to present our viewers with a varied artistic program. If there is sufficient interest from our committee, a museum official will contact you about any further steps.