



The Society of North American Goldsmiths

...encourages professional excellence, supports education, and advances the jewelry and metal arts.

Exhibition Proposal Guidelines

The Society of North American Goldsmiths (SNAG) seeks partners in co-producing and/or supporting exhibitions that advance SNAG's mission to educate audiences about the historical, artistic and cultural importance of jewelry, metalwork and design. You are invited to submit a proposal for review by the Exhibitions Program Committee (EPC). All proposals for exhibitions will be accepted for review by the EPC. Proposals that follow the guidelines below, serve the mission of SNAG and are well realized will be brought to the Board for consideration. SNAG is committed to co-producing or supporting exhibitions on a consistent & ongoing basis as part of our overall exhibitions program.

Exhibition Proposal Guidelines

- The proposed exhibition must be at least one year out from time of acceptance by SNAG.
- The proposal must be a curated exhibition with a specific concept, theme, material, artist or group of artists.
- The proposed exhibition must have clearly defined, specific parameters and a working title. The title may change in the initial stages, but the foundational concept of the show cannot change.
- The curator(s) must be clearly identified along with the scope of the exhibition. Information about why the curator(s) was chosen and is appropriate for the subject matter must be included.
- The proposed exhibition must have a list of potential artists that will be approached to participate in the show. Not all artists need to be defined as jewelers and/or metalsmiths, but keep in mind the mission of SNAG to advance the jewelry and metal arts.
- The proposed exhibition must have at least one venue that has agreed to host the exhibition and the projected dates of the exhibition must be indicated.
- The proposal must articulate how the host/location/timeframe of the exhibition may be special or unique as it relates to SNAG's mission.
- The proposed exhibition must include a realistic working timeline that details the following:
 - Begin date of contract with curator
 - Invitations to the artists
 - Final deadline for artists to agree to participate
 - Dates show opens/closes (if there are multiple venues, these dates must include travel time of the exhibition)
 - Return of work to the artists
- The proposed exhibition must have a realistic budget that has the following items identified:
 - The proposed exhibition must have at least one funding source in place that covers not less than 50% of the total funding needed. This can include in kind funds and/or how matching funds will be utilized. This source does not have to cover the total cost of the exhibition.
 - If there will be a catalog, a preliminary budget for the catalog must be included and an essayist and designer must be identified. ***SNAG strongly encourages catalog documentation.***

Instructions for Submitting an Exhibition Proposal

Submit the following materials:

- ___ Five MAC and PC compatible CDs of your exhibition proposal, which will include;
 - ___ Description of exhibition concept;
 - ___ Exhibition budget;
 - ___ Description of curator(s), including resume or CV;
 - ___ List of potential artists
 - ___ Statement of commitment from at least one funding source
 - ___ Statement of commitment from at least one exhibition venue
 - ___ Optional support materials if specific to the proposal

Submission dates are Jan 15th for consideration at the Spring board meeting and July 15th for consideration at the fall board meeting.

Proposal Review Process

Exhibition proposals are accepted by the SNAG Exhibition Planning Committee throughout the year. The Exhibition Planning Committee will review proposals for eligibility, completeness and budget accuracy. Ineligible proposals will be returned to applicant with an explanation. Proposals may be reworked and resubmitted if appropriate.

Proposals of merit will be forwarded to the SNAG Board of Directors for consideration at the Spring board meeting for January 15th submissions or the Fall board meeting for July 15th submissions.

Final notification of acceptance will be made by January 1 or July 1 of each year.

Five copies of the completed proposal should be sent to:

SNAG
Evangelina Sundgrenz
Program Outreach Manager
540 Oak St, Suite A
Eugene, OR 97401

SNAG Exhibition Support

Approved exhibitions will become a sole or joint project of SNAG, depending on the parameters of approval. In any event, SNAG will receive sole or joint recognition as exhibition host in all publicity and print material associated with the exhibition. SNAG will provide the following support to all SNAG-hosted exhibitions:

- Final preparation and monitoring of the exhibition budgets
- Administrative support to the curator(s) selected to create the exhibition
- Creation and maintenance of the necessary documents for the administration of the exhibition including, but not limited to
 - final traveling exhibition timelines
 - funding proposals to support exhibitions and catalogs
 - all other administrative documents needed to support Exhibitions
- Coordination and approval of all exhibition program promotion, marketing and publicity
- The central point of contact for the exhibition

SNAG reserves the right to withdraw support at any time if the approved proposal differs from the actual exhibition. Any changes in the actual exhibition must be submitted to and approved by the SNAG Exhibition Planning Committee.