



Octagon Museum – Exhibition Proposal Submission Guidelines

As a museum and exhibit space, the oldest private residence in DC now hosts programs demonstrating the cultural and societal impact of architects and architecture, and the architect’s potential to create a just and equitable society. The Octagon Museum welcomes exhibit proposals from architects, artists, designers, researchers, scholars, guest curators, collectors, and others.

Selection Criteria:

All concepts selected for exhibition at The Octagon Museum must meet the following guidelines:

Closely align with the mission and goals of The Octagon Museum and/or the Architects Foundation.

- Be educational and thought-provoking to serve the broadest possible audience and have wide appeal for diverse intergenerational audiences, including school groups, families, adult groups, and senior groups.
- Have an identified target audience and meet the needs and expectations of the intended audience.
- Provide and convey information in various formats to accommodate the various needs of the audience.
- Be of a subject that is of current interest or relevance to the public, reflect current knowledge of the subject matter, and contribute to creating or continuing interest in a subject.
- Be designed to elicit positive, thoughtful responses from the public and/or generate inquiry and conversation.
- Connect the mission of the [Architects Foundation](#) for creating the next-generation design community and its vision for a more just and equitable profession.
- Be self-funded or sponsored.

Submission Guidelines and Procedure:

Please fill out the following form in its entirety and submit all requested attachments. Failure to complete the proposal will result in automatic disqualification from review.

- Proposals are reviewed on a rolling basis. Please note in the narrative if your exhibit is ready to go, or when the exhibit will be ready for installation with no more than 2 years lead time.
- The Architects Foundation & Octagon staff will review complete proposals, and decisions will be made within 6 months to a year of receipt. Due to the high volume of submissions, the turnaround time for responses may be up to one year and we cannot guarantee a response to all inquiries.
- Please do not telephone The Octagon staff for the status of your submission. We will contact you if there is an available opportunity.
- The Octagon Museum does not host an opening reception or produce exhibition catalogues, complementary publications, or other printed materials for every exhibition. Decisions are made on an individual basis and depend on a broad range of factors.
- Submissions will be reviewed as they are received by the Octagon staff and committee members.
- Completed exhibition proposals should be submitted via email to:

Amanda Ferrario

Manager, Octagon Museum

AmandaFerrario@ArchitectsFoundation.org

GENERAL INFORMATION: Contact Person

Last Name:

First:

Date of Application:

Street Address:

Apt/Unit #:

City:

State:

ZIP:

Phone #:

E-mail Address:

Website (if applicable):

EXHIBITION CONTENT

Proposed Title:

Originating Organization:

Proposed Exhibition Dates From:

To:

Curators:

PHYSICAL DETAILS & CONTENT

Number of Objects to be included:

Type of

 Paintings

Objects:

 Sculptures Artifacts Models Photographs Works on paper Other: _____How are the
objects to be
displayed?

Are the objects framed?

 Yes No

*If no, will they be framed and who will be responsible?

How large is the exhibition? (Estimated linear and/or square feet.)

Are there any special environmental considerations? (Light

levels, temperature, humidity, security, etc.) Please describe.

Shipping Specifications: How will the exhibit be delivered, is it crated, etc.?

Any additional guidelines or constraints:

PROPOSED PUBLIC PROGRAMMING

List some preliminary ideas for accompanying public program:

- Public Programming:
- | | | |
|--|---|--|
| <input type="checkbox"/> Opening Reception | <input type="checkbox"/> Family Programming | <input type="checkbox"/> Workshops |
| <input type="checkbox"/> Films | <input type="checkbox"/> Gallery Talks | <input type="checkbox"/> Lectures |
| <input type="checkbox"/> Outreach Programs | <input type="checkbox"/> Panel Discussions | <input type="checkbox"/> Performance Art |
| <input type="checkbox"/> Artist Series | <input type="checkbox"/> Symposium | <input type="checkbox"/> Other: _____ |

Briefly explain concepts or goals for the above programs:

Possible Speakers (Provide names, titles, affiliations, and any required fees/honorarium)

1.

2.

3.

Required submission materials:

1. Exhibition description (2 pages max):

- Describe the importance of this topic and its significance in relation to the Architects Foundation mission, relationship to The Octagon, and/or significance to architecture and design.
- Exhibition goals
- Key audiences
- Exhibition interpretive strategies
- Justification for the development of the exhibition at The Octagon
- Additional historical, design, or educational significance
- History of exhibition (e.g., is it new? Is the exhibit currently on display somewhere? If so, please include relevant PR materials, photos, etc. in attachments)

2. Background Materials

- Resume/CV of the Curator(s)
- Resume/CV and Artist Statement for each artist, if applicable
- Media kit (including press release and photos), if available.

3. Proposed Budget—for planning purposes only

4. Images and preliminary checklist of exhibit objects

- Create a slide deck with a maximum of 20 images total that represent each category, artist, or theme of the exhibit. Please label each image included in the slideshow with artist, title, date.
- Or send flash drive with up to 20 images, saved as JPEG files, 300 dpi, please label each image with a title that corresponds to an annotated list.

i. For all images include artist, title, date, medium, dimensions, source, and insurance value

ii. If you choose to send a flash drive, please send it to:

Amanda Ferrario
Manager, Octagon Museum
1735 New York Ave NW, Washington, DC 20006