



Hosting Site Application

Deadline: October 14, 2016

Part I

Tell us about your institution.

Institution Name: _____
Address: _____
City: _____ Zip: _____
Phone: _____ E-mail: _____
Project Director / Title: _____
Number of Permanent Staff: _____ FT _____ PT
Number of Regular Volunteers: _____ Annual Visitation: _____
Days/Hours of Operation: _____

Facility:

1. Describe the facility where the Water/Ways exhibition will be displayed. In your description, please indicate:
 - Number of square footage in exhibition space – minimum of 700 square feet required for the Smithsonian exhibition.
 - Ceiling height, measured from floor to ceiling – minimum of 8 ½ feet required.
 - Whether or not the space has at least four working electrical outlets – exhibition contains three video components and an iPad stand that requires electricity.
 - Ability to provide limited security – one-person is onsite when the exhibition is open to the public.
2. Has your site hosted any other traveling exhibition in the past five years? If so, please list exhibition.
3. Has your site put up any exhibition from its own collections in the past five years?

Part II.

Tell us a bit about how you would use the Water/Ways exhibition

Please select any dates your institution **cannot** host the exhibition:

___ May 27, 2017 – July 9, 2017

___ October 21, 2017 – December 3, 2017

___ July 15, 2017 – August 27, 2017

___ December 9, 2017 – January 21, 2018

___ September 2, 2017 – October 15, 2017

___ January 27, 2018 – March 11, 2018

___ **All dates would work**

Please share your preliminary plans for making Water/Ways a success in your community.

- A. Identify some of the resources in your community (organizations, local CVB, individuals, corporations, etc.) that will contribute to the success of this project. List any partners that plan to assist with the project and what their role will be.
- B. Tell us why your organization would like to host the Water/Ways exhibition. Please indicate how your community would benefit from the Smithsonian exhibition and programs.
- C. Briefly describe some of the preliminary ideas you have for community programming around the Water/Ways exhibition (public programs, local exhibits, and activities, and how you will tie the exhibition to the collections or history of your own site. How will you tell your community's water story and its relationships with water?

The Virginia Association of Museums and Virginia Foundation for the Humanities will be selecting host sites based partly on geographic distribution throughout the state. All decisions will be made in October 2016. Selected host sites will be notified by October 31.

To submit your application, mail it to 3126 West Cary Street #447, Richmond, VA 23221. You may also scan the completed application and email it to rguest@vamuseums.org, or fax it to 804-358-3174.