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**LSE Arts - Exhibition Proposal**

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| *When completing this form please be aware that the majority of exhibitions presented in the Atrium Gallery (Old Building) are scheduled on average at least 2 months in advance. This is to allow sufficient time for planning. LSE Arts has no dedicated source of funding, therefore we will ordinarily expect proposals to come with a minimum level of funding, to cover core exhibition costs outlined in the 'Guidelines for organising exhibitions at LSE' which can be accessed online.* |

To submit a proposal for an exhibition in LSE’s Atrium Gallery, please complete the following form:

**Personal information**

|  |  |
| --- | --- |
| Name |  |
| LSE UG/Post grad/Staff Position (or Job Title for external applicants) |  |
| LSE Department/Division (or company for external applicants) |  |
| Email address |  |
| Telephone number |  |

**Project information**

|  |  |
| --- | --- |
| Exhibition title |  |
| Content of exhibition  (e.g. media, paintings, photographs, etc) |  |
| Target audience |  |
| Anticipated budget |  |
| Funds available |  |
| Funding sources |  |
| Target date and duration |  |

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| Project description (max. 500 words) |
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| Please elaborate on how your exhibition ties in with LSE research activities and/or LSE key messages. |
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| Risk assessment – please flag up any potential risks for LSE that could result from us hosting your exhibition and outline what you are proposing to do to mitigate against this (if applicable). |
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| Marketing plan – please note that should your proposal be accepted, we require you to provide a basic marketing plan to inform us of any other activities planned around your exhibition (e.g. private views, events etc.) We can provide a template for this, but if there is any activity that you would already like to flag up at this stage, please do so below. |
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| List of documentation (max 10 images) |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| 6. |
| 7. |
| 8. |
| 9. |
| 10. |

Proposals should be submitted by email to [arts@lse.ac.uk](mailto:arts@lse.ac.uk)