



Exhibits and Displays Plan Form

The College of William & Mary

Your exhibit proposal has been accepted for display at Swem Library. Please supply us with further detailed information about your exhibit/display. This plan is due two weeks prior to your scheduled exhibit installation date.

Primary Contact Information:

Name _____

Phone _____

Email _____

Collaborators' or faculty sponsors' names and emails:

Exhibit/Display Information:

Title _____

Approved Dates _____

Approved Exhibit Location _____

Please attach the following files with your submission:

- Final label text (Word/PDF) to be included in the exhibit, including an introduction which will be used for publicity
- Representative images of items to be displayed
- Floor plan/elevation sketch of exhibit (PDF preferred)
- Draft of poster design (aesthetically pleasing) - the Copy Center can assist with production

Signature

Date

Your plan will be reviewed by the chair and members of the exhibits committee within five business days of submission. A response with feedback will be emailed to the primary exhibit contact. Setup and takedown will be scheduled by a member of the exhibits committee or library designee. Any further questions may be directed to Jennie Davy, Burger Archives Specialist and Exhibit Coordinator, jadavy@wm.edu or 757-221-3062.

Please submit this form to Jennie Davy, Burger Archives Specialist and Exhibits Coordinator, jadavy@wm.edu, Swem Library / P.O. Box 8794 / Williamsburg, VA 23187-8794.