



CITY OF SANTA FE
ARTS & CULTURE

Community Gallery Exhibition Proposal Form

The Community Gallery offers the opportunity for local organizations to host pop-up exhibits and events in the Community Gallery space at various times during the year. Space is limited by the robust primary exhibit schedule. However, between exhibits, space is sometimes available for short-term displays (from a weekend to two weeks) from organizations and artists' groups in the community. Interested parties should review the [Pop-Up Exhibit Guidelines](#) before submitting proposals.

Please complete the following form to submit your proposal for consideration. This form helps us understand the concept and logistics of your exhibition or event, and we will contact you if we need further information.

Note that the Gallery hours are typically Tuesday through Saturday, noon-5pm, with occasional evening events for openings and special events.

1. Contact Information

- **Artist/Group Name:**
- **Primary Contact Name (if different):**
- **Email Address:**
- **Phone Number:**
- **Website/Social Media Links (optional):**

2. Exhibition Details

- **Exhibition or Event Title:**
- **Proposed Exhibition Dates:**
 - Start Date:
 - End Date:

- **Preferred Time Frame:** (If any, for example, "summer 2026" or specific months)
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3. Exhibition/Event Description

- **Brief Description of Your Concept (150–300 words):**

Please provide an overview of your exhibition or event, including the theme, artistic intent, and any important context. Be sure to explain what makes your exhibition a good fit for The Community Gallery. We prefer that art on view is made by artists who live in Santa Fe County or have some sort of connection to it.

4. Artwork Information

- **Number of Works to be Displayed:**
 - **Medium(s) Used:**
(e.g., painting, sculpture, photography, video, mixed media, etc.)
 - **Dimensions of Artwork (if applicable):**
(Please provide size range for pieces if possible.)
 - **Brief Description of Each Artwork:**
(Please provide a list with titles, dimensions, medium, and a brief explanation of each piece. You may attach images as supplementary materials.)
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5. Installation and Display Requirements

- **Do you require special installation materials or equipment?**
(e.g., lighting, pedestals, projection equipment, etc.)
 - **Do you have any specific display preferences or requirements for the gallery space?**
(e.g., wall-mounted, freestanding, etc.)
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6. Audience Engagement and Educational Components

- **Will your exhibition include any interactive or educational elements?**
(e.g., artist talks, workshops, community events, panel discussions, etc.)
- **If yes, please describe them briefly:**

7. Audience and Community Impact

- **How do you envision your exhibition contributing to the local community or broader cultural dialogue?**
 - **Are there any outreach activities you would like to coordinate in connection with your exhibition?**
(e.g., artist talks, school or group visits, collaborations with local organizations)
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8. Funding and Support

- **Are you seeking financial support or sponsorship for this exhibition?**
(If so, please describe any funding needs or potential sponsors.)
 - **Do you need assistance with installation of artwork?**
(Please specify any support required.)
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9. Previous Experience (Optional but encouraged)

- **Please list up to three previous exhibitions/events you've coordinated or participated in, including dates, locations, and brief descriptions.**
(This helps us understand your exhibition history and experience.)
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10. Additional Materials

- **Please attach any additional documents that support your proposal, such as:**
 - A portfolio or samples of previous works (maximum 10 images)
 - CV or artist biography
 - Any press or publications (if available)
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Signature:

By signing below, I affirm that all information provided is accurate and that I am authorized to submit this proposal for the proposed exhibition.

Signature: _____

Date: _____

Thank you for your submission!

We will review your proposal and get back to you within 3 weeks from the date submitted. If you have any questions or need assistance, please feel free to contact us at **rraubin@santafenm.gov or 505-955-6707**

Rebecca Aubin

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