



## Program Proposal Guidelines

### Overview

The Pratt Museum reviews program proposals annually for the next upcoming calendar year. The submission period is from February 1<sup>st</sup>, to May 1<sup>st</sup>, and review occurs in the early Summer. Program proposals accepted, include activities, workshops, or lectures. Whether you're an individual or a group, we want to hear your ideas.

Proposals should fit within the museum's mission and values, and explore the culture, science and/or art of the Kachemak Bay region and its place in the world.

Please fill out the Program Proposal Form as completely as possible. If you have additional questions, please don't hesitate to call the museum or email [education@prattmuseum.org](mailto:education@prattmuseum.org).

If your program proposal is in relation to an exhibit proposal, please note that on both submissions.

### Mission & Values

The Pratt Museum explores and preserves the culture, science and art of the Kachemak Bay Region.

- The Pratt Museum accomplishes its mission through collections, exhibits, and programs in culture, science, and art.
- The Pratt Museum focuses on Kachemak Bay and the surrounding region of South Central Alaska. Stories and objects from other regions may be used to enhance learning and understanding of certain themes or to provide access to inspirational, relevant work being done in other parts of Alaska or the world.

The Pratt Museum is committed to fulfilling its mission by:

- Stimulating life-long wonderment and curiosity through relevant, creative, and interactive educational programs and exhibitions.
- Inspiring stewardship for the well-being of cultural and natural resources.
- Sharing information and ideas with honesty and respect for diverse viewpoints to encourage a more informed and responsible citizenry.
- Fostering trust, responsiveness, and a spirit of cooperation between the Museum and its community.
- Promoting institutional integrity, high professional standards, and fiscal responsibility through collaborative teamwork.



## Proposal Details

<b>Working Title</b>	Don't worry if the title is not final; it can change in the future.
<b>Project Type</b>	Lecture, workshop, activity, panel discussion?
<b>Objectives and Goals</b>	What is the goal of the program and what is it expected to deliver?
<b>Themes and Contents</b>	Outline what themes the program will focus on. What will the topics covered be, and how will they be shared with the public?
<b>Mission Relevance</b>	How does the program support the mission of the Pratt Museum?
<b>Gallery / Space Required</b>	What space would best accommodate the program? See "Program Locations" below.
<b>Equipment / Furniture / Other Materials</b>	What components will need to be present, acquired, or built to support the program? This could include seating, materials for activities, or technical needs such as projectors or a sound system.
<b>Preferred Dates</b>	Consider artist/curator's/collaborators' availability for hosting and special events, seasonal visitation, and conflicting and supporting events in the community throughout the year.
<b>Target Audience</b>	Among demographics, consider locals vs. tourists, and the anticipated age range of audience. All programs must comply with ADA guidelines for space and accessibility.
<b>Community Involvement Opportunities</b>	Does the program allow for or prioritize community involvement in development, planning, or hosting?
<b>Retail Opportunities</b>	Are there components of the program that generate revenue? Are tickets for sale, works of art, or supporting materials such as books, souvenirs or DVDs? (The Pratt Museum will retain 40% commission on works sold through a gallery exhibit).



### **Budget Detail**

You are encouraged to attach a budget with additional detail. The museum does not maintain a line item for programming above keeping the facility open and basic marketing. Limited education and curatorial staff will be available to assist during programs. Development staff can work with individuals and groups to identify sources of funding, but potential revenue sources will make for a stronger application.

### **Supporting Material**

Please submit representative work samples, if available. Bios not to exceed 100 words per person. Curators of science and social science programs are encouraged to submit a CV. If submitting things by mail you wish to have returned, please include a self-addressed stamped envelope.

## Program Locations

Programs may take place in one of several locations at the Pratt Museum. Below are links to floor plans to aid in exhibit design. We encourage proposers to visit the museum and experience the size and scale of each venue. Exhibitions should appropriately fill the gallery space selected.

- The [Special Exhibits Gallery](#) offers 950-plus ft<sup>2</sup> of exhibit space, with 14' ceilings and a mezzanine to the west. (955 ft<sup>2</sup> between admit desk and west stairs; west wall is 13' beyond top of stairs; apparent floor space to west wall totals 1170 ft<sup>2</sup>), some exhibits may prohibit the hosting of programs due to space constraints
- The [Downstairs Classroom](#) offers 936 ft<sup>2</sup> of floor space, which can be configured in a number of ways for programs.
- The [Forest Trail](#) offers numerous sites to host outdoor installations and happenings.