



## STUDENT EXHIBITION REQUEST

Thank you for reaching out to the Cathedral Arts Project for a student exhibition at your upcoming event. Showcasing student work is a mainstay of CAP programs, serving as a reward for students' hard work and reinforcing the self-confidence and maturity fostered in classes. CAP students are required to participate in at least two public exhibitions annually, so requests from organizations such as yours provide essential learning opportunities for our students.

To ensure our students have a quality experience, we kindly ask that all requests be formally submitted at least 60 days before the event. Please submit form to [ejohnson@capkids.org](mailto:ejohnson@capkids.org).

### Organization Information

Name of Organization: \_\_\_\_\_

Mission: \_\_\_\_\_

\_\_\_\_\_

Website: \_\_\_\_\_

How did you hear about CAP? \_\_\_\_\_

### Contact Information

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Event Information

Name of Event: \_\_\_\_\_ Date(s): \_\_\_\_\_

Event Location/Address: \_\_\_\_\_

Type of Event:  Conference  Dinner/Cocktails  
 Board Meeting  Fundraising Event  
 Breakfast/Luncheon  Other \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Sponsoring Organization(s): \_\_\_\_\_

Additional Participating Organization(s) or Business/Community Leader(s): \_\_\_\_\_

Purpose of Event (Why would you like CAP to be involved?): \_\_\_\_\_

Anticipated Guest Count: \_\_\_\_\_ Audience Demographics: \_\_\_\_\_

Will the event be filmed or photographed? \_\_\_\_\_ Advertised? \_\_\_\_\_

Advertising Outlets:  Social Media\*  Print Media  E-newsletter  Radio/TV  Website

Event Budget: \_\_\_\_\_ Dress Code:  Formal  Business  Business Casual  Casual

*\*Please provide your social media handles and any hashtags you plan to use for this event.*

### **Exhibition Information**

Installation Date: \_\_\_\_\_ Deinstallation Date: \_\_\_\_\_

Number of pieces requested: \_\_\_\_\_ How will pieces be displayed? \_\_\_\_\_

Does CAP need to provide easels for display? \_\_\_\_\_ If so, how many? \_\_\_\_\_

Venue Description: \_\_\_\_\_

Are there any limitations on piece sizes? \_\_\_\_\_

Is there an opportunity for CAP to provide signage? \_\_\_\_\_

You will pick-up and return artwork to CAP  CAP will need to drop-off and pick-up artwork

Will there be an opening reception? \_\_\_\_\_ Do you need a CAP representative to speak? \_\_\_\_\_

Would you be interested in working with CAP's Chief Development Officer to identify a mutual donor that may be interested in sponsoring this exhibition? \_\_\_\_\_