



LG_Exhibition_Proposal_Form

This document was passed at the 2015 AGM. Updated 2023.

Anyone interested in proposing an exhibition should talk to the venue involved and complete as much of this form as possible. Not all parts will be relevant to all venues. When done please submit it to the Working Committee.

Your proposal will be sent to all the WC members and discussed at the next WC meeting. You are welcome to attend and support your proposal. Usually, the WC will decide whether to support the exhibition straight away.

The WC is not accepting Small Group Exhibitions. This means that any exhibition should be **open to all London Group members**. If the venue is small then you will need to consider how to limit the amount of work shown. A couple of suggestions 1) have a size restriction 2) have a specific theme / media which only a subset of the group will respond to.

Exhibition Title	
Exhibition Organiser (s)	
Exhibition Venue	
Dates of Exhibition	
Opening times / days	
Concept for Exhibition	
Expected audience numbers	
Venue Exhibition Cost	

VENUE DETAILS

Description of venue. Including floor space, wall space, walls description, what sort of lighting?	
Is there room for sculpture?	
Is a space available for video / installation?	
Does the venue have plinths?	
Does the venue have digital equipment – projectors, monitors etc...?	
Venue URL	

PV

Date	
Drinks + glasses supplied by?	
Is there a restriction on the number of guests / LG member?	
Private View Cost?	

INVIGILATION

Does LG have to invigilate?	
Are there any invigilation costs?	

TALKS EVENTS

Describe any talks or events planned	
Talks / events cost?	

PUBLICITY

Responsibility for writing press release?	
Responsibility for exhibition listings?	
Responsibility for press coverage?	

Include information about what publicity material is needed.

Who will design this? Will it be printed / digital? Add any estimated costs.

Publicity Material	Description	Cost
Catalogue		
Poster		
Flyer		
PV Invite		

Total Publicity cost	
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SALES

Who will manage sales?	
Venue commission?	

INSTALLATION

Install days	
De-install days	
Delivery arrangements for work?	
Is a van required? Van hire cost?	
Responsibility for hanging works?	
Responsibility for take down + making good?	
Responsibility for exhibition signage	

Responsibility for price lists?	
Responsibility for labels?	
Total Installation costs?	

ADDITIONAL CONSIDERATIONS

The London Group has a Risk Assessment Procedure and Public Liability Insurance. These should be in place for all exhibitions. In addition the Group has a Health & Safety policy which all exhibiting LG members need to be made aware of. These documents are available on this site.

Responsible for Risk Assessment	
Responsible for public liability insurance	
Is a contract required by venue?	
Any restrictions on content of work?	
Any special hanging arrangements?	

COSTS

Money raised to support Exhibition

Costs to be met by exhibitors. Eg. £15 / artist	
Costs to be met by The London Group (typically the Group might cover PV, publicity + installation)	
Costs to be met by other funding partners	
Total money raised	

Cost of Exhibition

Venue Hire	
PV cost	
Invigilation cost	

Talks / events cost	
Publicity cost	
Installation cost	
Exhibition Lead travel & accommodation expenses*	
Total Cost	

**Please refer to Appendix A – Expenses Policy*

Appendix A

The London Group Travel and Expenses Policy for Exhibitions

The London Group will pay travel and accommodation expenses when the following criteria are met;

- a) Any travel and accommodation expenses must be proposed in advance as part of an exhibition proposal, submitted on the required paperwork and agreed by a majority vote of the working committee.
- b) If agreed, expenses will only be paid to the primary organiser/s of the exhibition to cover reasonable costs incurred travelling to and from the venue and for accommodation if necessary. Expenses will not be paid to other members who agree to help install any exhibitions. Expenses will not be paid for attendance at Private Views and Artists' Talks, as attendance at these events is expected for all members.
- c) Proposed travel/accommodation expenses must be accompanied with full quotes in advance as part of the exhibition proposal. Receipts must be provided before payment can be made.
- d) The decision of the working committee will be final and no retrospective travel expenses can be claimed and any such claims will not be paid
- e) Only exhibitions held in venues normally over 100 miles from the organising member's home location and /or requiring an overnight stay will be eligible for the payment of travel and accommodation expenses.
- f) As the majority of exhibitions occur in London and as the majority of members live in London and the South East, no exhibitions in London or the South East will normally qualify for travel or accommodation expenses. (The only exception will be for a member who lives in another part of the UK, for example the North East or Scotland, and is the primary organiser for an exhibition in London or the South East.)

Rates

Rates are based on HMRCs recommended expense payment rates for charities; Rail travel standard class only. Mileage rate to be calculated at 45p/ mile. Accommodation maximum £75/night. Parking and Taxis will not be covered. *(Rates will be updated in line with any increases recommended by HMRC.)*