

**Exhibition Request Form**

**THE JAKE AND NANCY HAMON ARTS LIBRARY**

**Sam Ratcliffe, Head of Special Collections  
The Jake and Nancy Hamon Arts Library  
Southern Methodist University  
Dallas, Texas 75275-0356**

**Date Received:**

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**Requestor Information:**

Requestor(s):

Division(s):

Telephone:

\*\*\*\*\*

**General Information**

Subject of Proposed Exhibition:

Proposed Beginning date:

Proposed Ending Date:

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Give approximate NUMBER and DESCRIPTIONS (including size) of objects/art work proposed to be included in the exhibition:

(Attach additional pages as needed)

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Office Use Only:

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This form is intended exclusively as a request for reservation of use of space in the Hawn Gallery. If the request is approved and exhibitor wishes to have assistance in *any* capacity from staff members associated with the gallery (e.g., matting, framing, preparation of labels, installation, dismantling exhibition, etc.) such request must be submitted in writing at least four months prior to opening date of the exhibition.