



The College of William & Mary

Exhibits and Displays Proposal Form

To propose an exhibit or display for Swem Library, please familiarize yourself with the [policy](#) and complete the following form at least forty-five days prior to your proposed installation date.

Primary Contact Information:

Name _____

Phone _____

Email _____

Collaborators' or faculty sponsors' names and emails:

Exhibit/Display Information:

Proposed Title _____

Proposed Dates _____

Description of content _____

Types of and number of items to be displayed _____

Preferred display location [link] _____

Relation (if any) to other campus events/activities/exhibits _____

Signature

Date

Your proposal will be reviewed by the exhibits committee by the first Tuesday of the month following your submission. A response will be emailed to the primary exhibit contact. Any further questions may be directed to Jennie Davy, Burger Archives Specialist and Exhibits Coordinator, jadavy@wm.edu, 757-221-3062.

Please submit this form to Jennie Davy, Burger Archives Specialist and Exhibits Coordinator, jadavy@wm.edu, Swem Library / P.O. Box 8794 / Williamsburg, VA 23187-8794.