



Alabama Holocaust Survivors Through Photography and Art

Facility Report for Borrowing Institutions

INSTITUTION

Name

Address

City

State

Zip

Phone

FAX

E-mail

Web site, if applicable

TYPE OF INSTITUTION

Please check the category that best describes your institution.

- MUSEUM (Specify type)

- COLLEGE/UNIVERSITY (Specify venue, e.g. library, student union)

- CULTURAL/COMMUNITY CENTER (Specify type, e.g. library, civic center)

- OTHER (Please specify)

STAFF OR VOLUNTEERS WHO WILL BE WORKING WITH THE EXHIBITION

Executive Officer, legally responsible for exhibition material

Name	Title	
Phone	Fax	E-mail

Project Director, who will handle details of hosting the exhibition

Name	Title	
Phone	Fax	E-mail

Educator

Name	Title	
Phone	Fax	E-mail

Facility Manager, who will supervise installation and make physical arrangements

Name	Title	
Phone	Fax	E-mail

Publicity

Name	Title	
Phone	Fax	E-mail

Security Officer

Name	Title	
Phone	Fax	E-mail

Collections Manager/Registrar

Name	Title	
Phone	Fax	E-mail

If exhibition will be off-site, please provide contact information for the off-site venue:

Name of Site		
Address		
City	State	Zip
Phone		
Contact Person / Title		

Note: If the exhibition will be off-site, facility reports will need to be completed both for host institution and for off-site venues. Please fill out appropriate sections. Thank-you!

I. INSTITUTIONAL INFORMATION

Located in a

- Major metropolitan area Medium or large city Small city
- Small town Suburb Rural area

Population size _____

Annual visitation _____

Days / Hours open to public _____

Size of staff _____

Are you collaborating with another group to present this exhibition? Yes No

If yes, what is the other group's name? _____

II. GENERAL SITE INFORMATION

Do you have a permanent structure to house this exhibit? Yes No

Is your facility handicap accessible? Yes No

Are eating drinking or smoking permitted in

- Receiving area? Yes No
- Exhibition Gallery? Yes No
- Exhibition Storage Area? Yes No

III. SHIPPING

Do you have a loading dock? Yes No

If yes, is it under cover? Yes No

What is the address or location of the loading dock?

If there is no loading dock, how do you receive shipments?

Do you have personnel available for loading and unloading the exhibition? Yes No

What loading equipment do you have available?

- Forklift Pallet jack Dollies Other _____

If you do not have equipment, can you rent or borrow if needed? Yes No

Are you able to provide secure, clean, dry, onsite storage for shipping crates? Yes No

IV. ACCESS TO EXHIBITION AREA

Do you have a freight elevator? Yes No

If there is no freight elevator, how do you bring exhibit materials into the gallery?

V. EXHIBITION AREA

Is the Exhibition space One large room Series of rooms Other_____

Is the exhibition space used for anything besides viewing exhibits? Yes No

Are you able to ensure the exhibit will be protected from direct sun exposure? Yes No

What is the floor space in square feet? _____

What is the total wall length in running feet? _____

Do you plan to use a modular wall partition or panel system? Yes No

If yes, describe _____

If you do not have the recommended wall space, and/or you do not have a modular panel system, are you able to borrow some sort of hanging system? Yes No

Explain _____

VI. SECURITY

Do you have security guards on duty during public hours? Yes No

Do you have security guards on duty after hours? Yes No

Is the exhibition space under constant visual supervision? Yes No

If the exhibition space is in a multi-use facility and the facility will be open when the exhibition is closed, can the exhibition space be locked? Yes No

If yes, what kind of lock? _____

VII. FIRE PROTECTION

Is your site protected by smoke detectors? Yes No

If yes, are they connected to a monitoring system or fire department? Yes No

Do you have fire extinguishers in exhibition and storage areas? Yes No

VIII. INSURANCE

What kind of coverage do you have for borrowed materials? (Please check all that apply)

- All risk museum coverage
- Coverage against fire
- Coverage against theft
- Coverage against natural disasters
- Coverage against flood and water damage
- Coverage against employee dishonesty?
- None

What is your limit of liability? \$_____

Name of Insurance Provider _____

IX. EXHIBITION STAFF

Do you have personnel available for loading, unloading, and installation? Yes No

If yes, how many? _____

If not, are you willing to hire needed workers? Yes No

Do you have staff trained in doing condition reports and other documentation? Yes No

X. PROGRAMMING

Do you plan to have an opening reception for this exhibit? Yes No
Do you plan to have docents for this exhibit? Yes No
Are you interested in additional help in training docents? Yes No

Do you plan on having additional educational programs for students in conjunction with this exhibit?
 Yes No

Please describe _____

Are you willing to schedule and supervise visiting tour groups? Yes No
If so, what days/times would this be feasible? _____

Who would be the contact for visiting groups?

Name Title Phone

Is there any additional information you would like us to know about your institution, space, programs, staff, etc.?

Report completed by Title Phone

Please attach a floor plan with dimensions for display planning of exhibition area including location of windows, doors and structural obstacles.

**Please mail to: Darkness into Life
The Birmingham Holocaust Education Committee
P.O. Box 130805
Birmingham, AL 35213**

This Facility Report must meet certain criteria in order to host the exhibit. You will be notified by the Birmingham Holocaust Education Committee regarding your request.