

honoring our past, celebrating our future

DÍA DE LOS MUERTOS FESTIVAL



SCHOOL INSTALLATION PROJECT PROPOSALS



MECA requests that you complete this form in its entirety and return both pages, along with any additional documents, no later than Monday, September 30, 2019. Eligible proposals will be accepted from **elementary** through **high school** grade levels on a **first-come, first-served** basis until exhibition spaces are filled. Subsequent changes to your submitted information will be accommodated at the staff's discretion.

School Name: _____

School Address: _____

Teacher's Name: _____

Email: _____ Phone: _____

Class / Student Organization: _____

Approx. # of Students: _____ Grade Level(s): _____

Age Range of Students: _____

Proposed Project:

Estimated size of the installation: _____

Amount of floor/wall space requested: _____

Sketch or Diagram: *Be as detailed as possible. Submit additional sketches and documents as needed.

COMPLETE IF YOU PROPOSE TO INSTALL NUMEROUS INDIVIDUAL PROJECTS*:

*(many projects completed by individual students, not working as a group, i.e. singular retablos/drawings/sculptures)

Estimated size of the individual pieces: _____

Total number of individual pieces: _____

Total Amount of floor/wall space requested: _____

Installation Plan

Describe how the work will be installed in detail. Submit additional sketches and documents as needed.

Will you be bringing students with you to help with installation?: _____

If so, how many will accompany you?: _____

Installation Dates: _____

Installation must be completed within these times. Please plan accordingly:

October 12 & 13, 2018 | 11am - 5pm

October 19 & 20, 2018 | 11am - 5pm

Select which day(s) you plan to install:

- Saturday, October 12th Sunday, October 13th
- Saturday, October 19th Sunday, October 20th

Additional information or equipment requests to complete install:

Return your completed copy of this form no later than Monday, September 30, 2019. Please remember, proposals will be accepted on a first-come, first-served basis

If your proposal is accepted, you will receive a an exhibition agreement, payment form, and an installation plan with instructions via email by October 4, 2019.

Have Questions? For more information contact:
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