

Community Treasures Exhibit Procedure

Community Treasures exhibitions are a submission-based temporary exhibit series that increase community access to the Museum of Surrey. The exhibits celebrate Surrey's diversity by inviting individuals and groups to curate an exhibition. People in Surrey are given access to view items that would normally be unavailable elsewhere in the community. Exhibits may include photos, objects, textiles, art, video, and documents.

Three Community Treasures exhibits are presented annually, each is 3-4 months in duration.

1. Exhibit Goals

This Community Treasures exhibit series aligns with Museum of Surrey's (MOS) mission to ignite imaginations and connect Surrey's diverse citizens and communities. MOS contributes to community life by celebrating Surrey's past, present and future through innovative, dynamic, and delightful learning, storytelling, and creating shared experiences. The MOS vision is to be the best people museum in Canada. Through the Community Treasures exhibit series, MOS involves diverse audiences, explores varieties of human experience, and encourages individuals to learn from the past to reflect on their own place in history.

2. Eligibility/Criteria

Individuals and community groups may submit an exhibit idea for a Community Treasures exhibit. The exhibit topic or applicant should be connected to the Surrey area. Exhibits about community groups, organizations, special community projects, and personal collections are all encouraged. Applications from commercial organizations will be considered if directly related to the significance of the business or to Surrey's history. Exhibits may not promote commercial interests.

3. Application Process Deadline: Annually on September 1

Application forms can be found in the Community Treasures Guidebook, and are available on the Museum of Surrey webpage. Completed application forms may be submitted by email, mail, or in person to the museum. Submissions are accepted on an ongoing basis and are reviewed once a year in September. Selected exhibits are displayed within the following 12-18 months.

Applications will include the following:

- Community Treasures Application form
- Suggested list of objects to be displayed or suggestions representative of the type of object
- A written description of the proposed exhibit concept
- If available, brochures or other printed material about the community group

4. Selection Process/Evaluation

The Museum has a history of working with community individuals and groups to provide relevant exhibits to our audience that we might not otherwise be able to provide. The Museum as a City funded entity is responsible for planning an exhibit schedule and budgeting the funds and man-power to accomplish that schedule. Exhibits will be reviewed once each year in September and be scheduled for display within the following 12 months.

Proposals will be reviewed annually in the fall by the Heritage Services Community Advisory Board (CAB).

Selection Process/Evaluation Continued...

Exhibit proposals are evaluated as follows:

- Fits with Museum of Surrey's Mission and Values
- Has a connection to Surrey or region
- Considering previous exhibits, ensures representation of language, gender, geographic area, or diverse cultural communities
- Will fit within the exhibit space (30ft long x 10 feet wide)
- Is appropriate for a family audience

If a proposal is unsuccessful the group may re-apply the following year.

If a community group/individual has been awarded an exhibition, they must refrain from applying for a period of one year after which they may apply again.

Notification regarding proposal status will be sent within 1-month of the selection meeting (September).

5. Exhibit Development Process

Meet with Museum Staff: Once selected to create an exhibit, museum staff will set up a meeting with the applicant to plan the exhibit in more detail. This includes the budget, development timeline, content, and design ideas.

Create a Timeline: Assistant Curator will set up a timeline of key goals to create the exhibit and who is responsible. This will include: choosing exhibit themes, objects to display, advice on layout, graphic design, writing and editing texts, and plan for delivery and installation of display items.

Budget: No financial compensation is given for Community Treasures exhibits. Reasonable out-of-pocket costs associated with the exhibit will be met by the Museum.

Costs associated with the installation of the exhibition are the responsibility of the Museum of Surrey. This includes providing display cases and preparing graphics such as photos and labels. Community groups volunteer their time to create an exhibition but do not pay any costs associated with the exhibit creation.

Temporary Display: Community Treasures exhibits are created for the purpose of temporary display at Museum of Surrey. Exhibits may not be reproduced or distributed in any form without express written permission of Museum of Surrey.

Exhibit Content: Exhibit themes and objectives will be consistent with those stated in the original application to Community Treasures.

Community Treasures exhibits will align with Museum of Surrey Mission, Vision, and Strategic Plan.

Museum of Surrey reserves the right to review all exhibit items, texts and/or design plans submitted as part of the proposal, and may approve, approve with minor changes, or reject any part thereof.