

## Reading People & Place Gallery Community Display Cases

Thank you for your recent enquiry to Reading Museum Service.  
To be considered for a 'slot' in our community display case programme,  
please complete this form and return it to the exhibition officer.

Please send reply to:	Exhibition Officer Reading Museum Service The Town Hall Blagrove Street Reading RG1 1QH 0118 939 9800 email: <a href="mailto:curator@readingmuseum.org.uk">curator@readingmuseum.org.uk</a>
Name of organisation:	
Name of main contact:	
Address:	
Telephone number:	
Email:	
Brief outline of display:  (Please give details of the proposed subject matter and the main themes that will be covered)	

## **Guidelines:**

Two cases are available for temporary displays by community groups and organisations, usually for two to three months. You can use one or both cases. Displays should be relevant to present-day Reading people's lives.

### **Case Dimensions (approx.)**

Case 1 w 720 x d 720 x h 1450 mm

Case 2 w 720 x d 720 x h 1450 mm

### **Objects**

It is important to select objects that will enhance the display -

- Try to include items that are varied and colourful
- Try to avoid lots of wordy documents like leaflets and reports
- Objects will be selected in discussion with the Museum staff
- The Museum has final approval of the object selection
- Objects larger than an average television set are unsuitable

### **Text**

Please provide a maximum of 250 words, preferably on disc as a Microsoft Word document. Try to include interesting facts. Museum staff will edit any text provided and make it accessible to all visitors.

### **Images/photographs**

Please provide good quality images, original images will be scanned. Please ensure that you have permission to use all images provided. Any images used will need a caption - so please include these.

### **Transport**

MOR cannot be responsible for transporting any objects.

All objects must be delivered to the Museum at a time pre-arranged with your Museum contact.

### **Insurance**

All objects on loan to the Museum must be accompanied by individual insurance valuations.

### **Display and Publicity**

We are happy to discuss any ideas you may have regarding how objects are displayed but the Museum will be responsible for installation. Please discuss publicity ideas with the Museum.