

MUSEUM OF SURREY:

Community Treasures

A Step-by-Step Guide to
Planning Your Exhibit



What is Community Treasures?

Community Treasures exhibits are an opportunity for community groups, individuals, and cultural organizations from Surrey to showcase their treasures and share their stories with a wider audience.

These exhibits are temporary, and submission based. They serve to increase access to Surrey's diverse stories and experiences. Visitors get to view items that would normally be unavailable to see elsewhere in the community. Exhibits may include photos, objects, textiles, art, video, and documents. Successful exhibit proposals allow individuals and groups to curate an exhibit with the expertise of Museum of Surrey exhibit staff.

How to get started

Whether your community is united by ancestral heritage or by video games, your exhibit idea is welcome. Community Treasures is a space dedicated to the diverse and talented "curators" that live within all of us. To get started, read this guidebook, and then submit your exhibit proposal before the annual September 1 deadline. Submissions are accepted on an ongoing basis.

Content

Exhibits are different than other ways of communicating ideas because they use objects and various media to tell a story. Do you or your organization have access to objects, documents, images, or artworks, and permission to display them?

Important

All objects on display will be on TEMPORARY loan to the museum for the duration of the display only. Exhibits are shown for 3 - 4 months. Exact dates are mutually determined based on availability.

- **Coordination:** One person from your team will lead communication with the museum and be responsible for making final decisions.
- **Time:** Developing a community exhibition takes 30-60 hours of total time over 3-6 months.

How are exhibits selected?

Exhibit proposals are reviewed by the museum to ensure they fit Museum of Surrey's mission and values. Exhibits with a connection to Surrey are given preference. The people involved, or the display items should have a Surrey or regional connection.

Final selection is chosen by the Museum's Community Advisory Board. Members advise and review in September. Exhibits are scheduled for the following year.

Who is responsible?

Museum exhibit staff assist with the exhibition creation as much or as little as you would like. You will have access to the expertise of museum staff. They can help with deciding on exhibition content, how to display objects, graphic design, writing text for labels, and how to use photos and video.

Costs associated with the installation of the exhibition are the responsibility of Museum of Surrey. This includes providing display cases and printing graphics such as photos and labels. Community groups are asked to volunteer their time to create an exhibition but do not pay any fees or costs associated with the creation of an exhibit. Once you have been selected to create an exhibit, you will meet with museum staff to decide in more detail what the exhibit will look like. This will include the budget, development timeline, design ideas, and a list of possible items to include in the display.

The following chart outlines who is responsible for the key parts of the exhibit creation:

Task	Community Group	Museum of Surrey
Providing objects/artifacts for display	✓	
Providing photos and/or video for display	✓	
Providing written information about objects for display	✓	
Providing written information about photos/video for display. Permission is needed from the creator	✓	
Completing a loan form for the items that will be displayed <i>Museum will provide and assist</i>	✓	✓
Dropping objects and photos off at the museum 3 weeks to 1 month before the exhibit	✓	
Installing objects and photos in the exhibit <i>Museum can help as little or as much as you wish</i>	✓	✓
Installation supplies and materials		✓
Printing (including the cost) of exhibit texts, photos, object labels and other graphics <i>Museum covers printing costs</i>		✓
Graphic Design for exhibit graphics and text <i>You are welcome to do this if you prefer</i>		✓
Costs and staff to install the exhibition		✓
Take down of the exhibit	✓	✓
Pick up all objects, documents, and loans items	✓	

Your museum team

You will meet and work with multiple museum staff during the creation of your exhibit. Here is a list of key people and what they do:

Assistant Curator of Exhibits: Coordinates Community Treasures exhibits. This is your main contact who will provide advice and information about how to plan and set up your final display. The Assistant Curator will also coordinate publicity.

Exhibits Technician: The Exhibits Technician will help with technical parts of the exhibit, such as lighting, object mounting, layout, and exhibit installation.

Timeline

Preparing an exhibition takes time. The process includes different steps that must be completed to ensure the final exhibition is ready. Here are key deadlines:

Task	Deadline
Assign one person to be the key contact	As soon as the exhibit is confirmed by Museum of Surrey
Decide the final exhibit theme and title based on your Community Treasures submission	4-6 months before the exhibit opens
Provide a list of content (e.g., objects, documents, art, videos)	2 months before the exhibit opens
Submit all final photos and graphics to Museum of Surrey	2 months before the exhibit opens
Submit all panel text and object label information to the museum.	1 month before the exhibit opens
Submit video/audio files (if applicable)	1 month before the exhibit opens
Drop off all display items to museum	3 weeks before the exhibit opens
Approve final texts and graphic design prepared by the museum before printing	2-3 weeks before the exhibit opens
Install the exhibition	1 week before the exhibit opens
Strike/take down the exhibition (Museum staff can do if you agree)	The Monday after the exhibit closes
Pick up all objects and loaned items	Within 3 weeks of the end of the exhibition

Guidelines for planning an exhibit

Creating an exhibition in a museum might seem like a daunting task. Museum of Surrey staff will support and help you. Here is a general overview of the steps that go into making a museum exhibition.

Basic steps

1	Meet with Museum of Surrey exhibit staff for orientation.
2	Develop the big idea you want to communicate to viewers. Describe in 25 words or less.
3	Decide the top 2-5 ideas viewers really need to know.
4	Write a brief description of the exhibition in 3 or 4 sentences.
5	Choose a title for the exhibition.
6	Decide what objects to include. How does each contribute to the big idea?
7	Collect information about each object and photo. This will be used for the exhibit labels. What is it? Who is lending it? Where is it from? When was it made? Why is it interesting?
8	Develop the exhibition text. You will write one introduction panel (250 words) plus more texts (250 words).
9	Create a List of Content: A list of objects, photos, videos, books, artworks, etc.

Objects

Objects do not have to be valuable or old. The objects you choose should relate to the story you are trying to tell. You must have permission of the owner to display them. Sometimes exhibits will include objects from one or more person involved in the community group.

Photos

Museum staff can help you find and reproduce photos and other graphics. In general, photos saved from the internet are too low quality to use in an exhibit. When sourcing photos for your exhibit, Surrey Archives has a large selection of images open to the public. To connect with Surrey Archives, you may ask a museum staff member for assistance.



Museum of Surrey's Mission, Vision, & Values

Mission

Our mission is to ignite imaginations and connect Surrey's diverse citizens and communities.

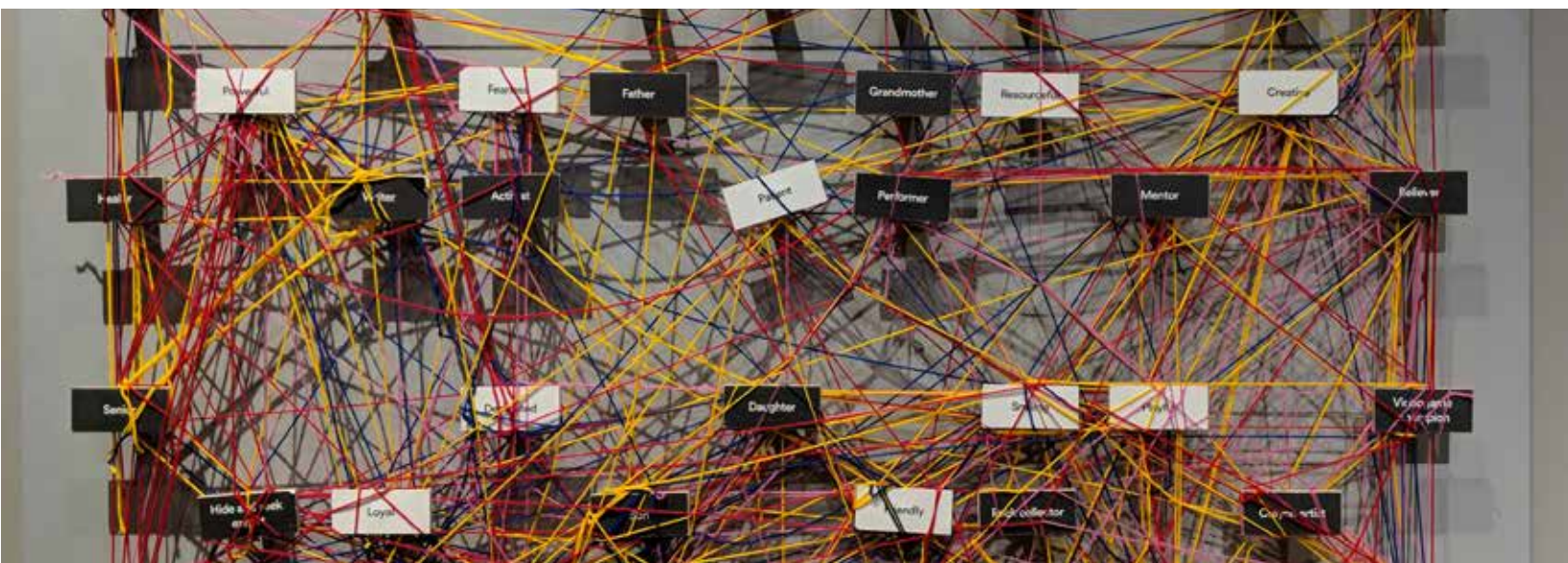
We contribute to community life by celebrating Surrey's past, present and future through innovative, dynamic and delightful learning, storytelling, and creating shared experiences.

Vision

To be the best people museum in Canada. Connecting Surrey's citizens, their communities, and their stories.

Values

- Community – We welcome every citizen of Surrey as well as visitors from outside the community. We will be inclusive, and accessible in every sense (cognitively, culturally, economically, and physically).
- Curiosity - Our programs are surprising and delightful. Our goal is to spark curiosity and creativity.
- Engagement - We are a “participatory museum” - interactive, thought provoking, and fun.
- Relevance - We want to be meaningful to people's lives today and create ways for people to learn and explore together through shared experiences.
- Stewardship - We responsibly care for the heritage and cultural resources entrusted to us. And we make responsible decisions on behalf of the environment.





Museum of Surrey Visitor Experience Philosophy

At the Museum of Surrey, people are at the heart of everything that we do. Every person in Surrey has a place here. We aspire to be accessible in every sense of the word: physically, intellectually, culturally, and economically.

If you are looking for a place to connect with family or friends, come to the Museum. We strive to provide you with engaging, fun experiences. We'll surprise you because we aren't what you might expect; we're not dull or stuffy.

The moment you walk through the front door, you'll feel at ease. We are committed to making visitors feel welcome, comfortable, and safe. If you have questions, we promise to be there for you.

Wandering our galleries, you'll notice the exhibits resonate with you. That's because we focus on topics that are relevant to Surrey; we make sure that stories are authentic, diverse and come from the community.

Our staff care for artifacts in the collection for the people of Surrey. We work diligently to share the collection with you; we don't hide objects from you in a back room.

You likely expected a big, quiet building. Nope, not here! Each visit will bring new experiences. You might make a craft, watch textile demonstrations, listen to live music, or go on a scavenger hunt. Can't make it to the museum? Don't worry; we'll visit you in your community.

The Museum of Surrey does not exist merely inside our four walls, but rather in the people of our community.

Community Treasures Exhibition Area

The Community Treasures display is located inside the Surrey Stories Gallery. The overall area for this exhibit space is: 10 ft by 30 ft.

Exhibit cases, graphics and digital options like video will be discussed with the Assistant Curator as you plan the exhibit.



Surrey Stories Gallery





Our Colours, Our Stories

Previous Exhibit Examples



Mandrake the Magician



Diverse Francophones

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).

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.

NOTE: 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.

“Working with the museum was very easy, enjoyable, and flexible. As we had our materials ready to go, the technical aspect was easy to coordinate with the technical staff, who were very helpful.”

- **Curtis Andrews**
Community Curator

“Working on this project has been a great experience for our association and we look forward to working with the Museum again!”

- **Sonya Marcinkowska**
President, Association
francophone de Surrey

“Working to build our exposition with the Museum of Surrey has been a very rewarding experience. Every aspect of production was met with expertise and generous contribution by every team member. Colleen made sure every step was coordinated properly and every minute detail was handled precisely. Overall, our experience was very positive, and we look forward to working with the Museum of Surrey again.”

- **Sébastien Pigeon**
Secretary, Association francophone de Surrey

Community Treasures Exhibition Application

Application answers and photos may be included in an attached document if more space is needed

Application Date:	
Individual or Group Exhibition:	
Primary Applicant Full Name:	

Contact Information

Phone Number:					Email Address:		
Mailing Address							
	Building #	Street Name	City	Province	Postal Code		

How did you learn about exhibiting through Community Treasures at the Museum of Surrey?

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Proposal Details

Have you exhibited at the Museum of Surrey in the past three years?	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No

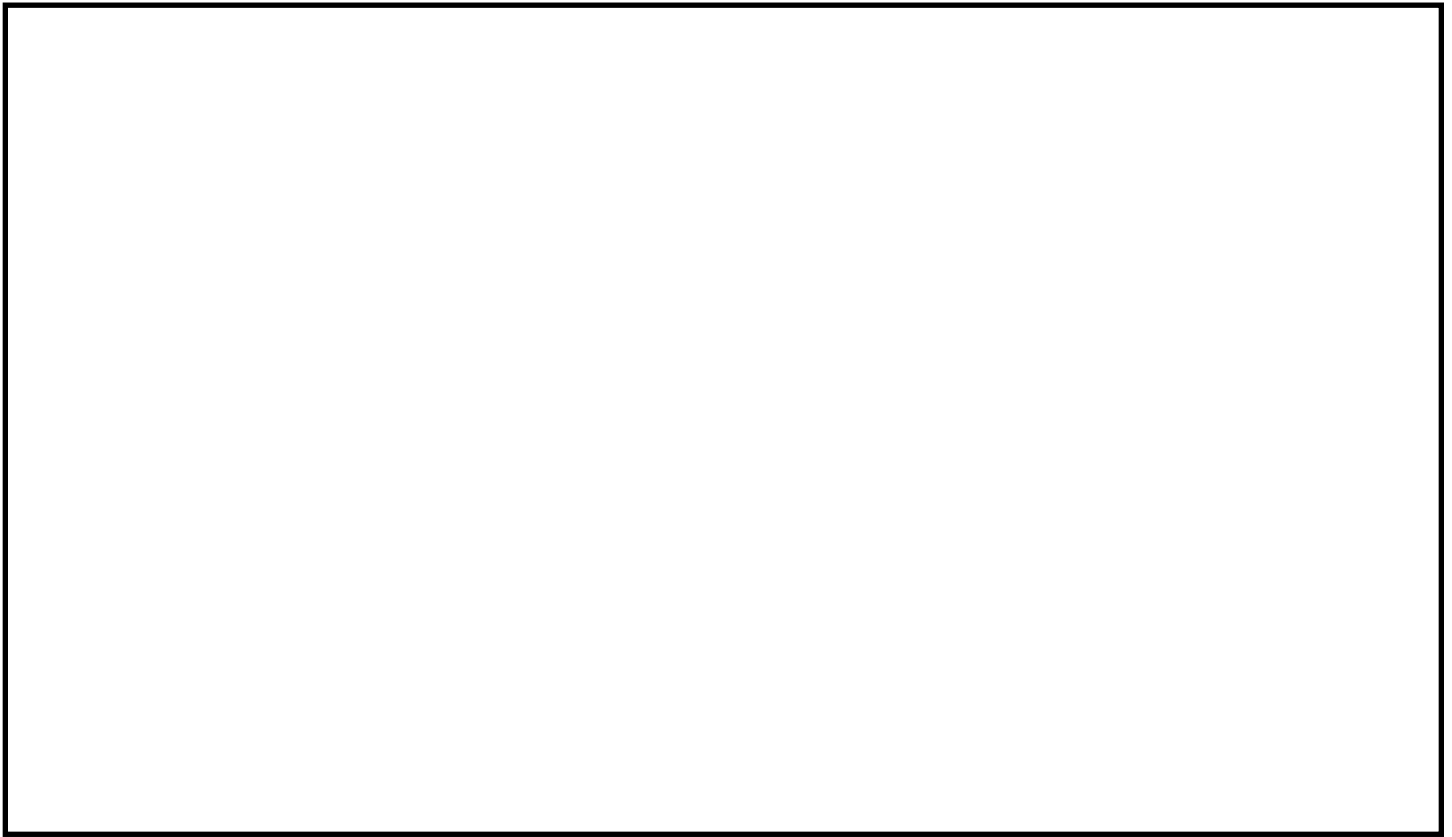
What will your Exhibit be about? (May be attached)

Describe what your exhibit is about. What kind of objects or images will you display?
If you are part of a community group describe your group.

Is there a Surrey connection to the topic, objects, group, or someone involved?

Check the box to confirm you have read the Museum of Surrey Mission and Museum of Surrey Philosophy documents, and Exhibit Space document (attached).

How does the topic of your exhibit match the Museum of Surrey's mission and vision?



Please attach 2-10 photos of proposed exhibit content, or other documents that help the committee understand what your proposed exhibit will look like.

I confirm the enclosed information is true to the best of my knowledge. Should my proposal be selected for exhibit, I agree to allow the Organizers and Agents to use any of my images and information submitted for publicity and promotional purposes, which includes electronic, printed, and televised mediums, etc. I have read and agree to the terms and conditions for participation as attached.

Signature of Applicant

Date

TERMS AND CONDITIONS

1. The Lender will inform the Museum of Surrey of a change of details, including but not limited to change of name or address.
2. The Museum shall hold responsibility and liability for the loaned materials during the time of the loan.
3. The Museum will inform the Lender of loss of object(s) or of any damage of whatever nature including any discovered on first receipt/delivery.
4. The Museum retains the right to review and edit exhibit texts and exhibit content to ensure it is aligned with Museum mission and values.
5. The Museum has the right to refuse objects/images for display if they are deemed inappropriate, unsafe, or to ensure the protection of the object/document.
6. The Museum will cover costs associated with the display of the item(s), including an exhibition labels and graphics.
7. The community group or individual leading the exhibition is responsible for providing print resolution digital copies or originals for scanning, of any images to be reproduced along with photo credit and caption information.
8. The Lender maintains the right to recall the object(s) from loan, particularly if the conditions of loan are not being met.
9. No financial compensation will be given for the display of the lent items. All reasonable out-of-pocket costs associated with the loan will be met by the Museum. Costs to set up the exhibit are covered by the Museum.
10. The Museum will provide reasonable access to the objects to staff or agents of the Lender, for example for inspection or conservation. Visits will be arranged in advance with consideration of the convenience of all parties.
11. Condition Reports for the objects on loan will be completed after transport to the Museum. Condition inspections may be undertaken by experienced staff or agents of the Museum of Surrey.
12. The Museum will ensure that the object(s) are maintained in a suitable condition for display. Surface cleaning, such as dusting may be carried out, but no repairs, conservation or extensive cleaning may be undertaken without the prior written permission of the Lender.
13. The object(s) will not be used, operated or worn without the prior written permission of the Lender. The object(s) may otherwise be handled, moved and cared for by staff or agents of the Museum for exhibit purposes in accordance with commonly understood and accepted care and handling practice and procedures.

14. All third-party requests relating to the loan object(s) will be referred to the Lender unless specific license is given to the Museum, including but not limited to copyright. The Museum will not lend the objects to any third party, or otherwise remove them from the specified loan venue except in an emergency. In the event of an emergency, the Lender will be notified at the earliest possible time.
15. Unpacking and installation will be undertaken by organizing group, unless assistance of experienced staff or agents of the Museum of Surrey has been requested and confirmed.
16. Photographs or other reproductions of the object(s) must not be made for commercial purposes by the Museum or other parties without the prior permission of the Lender. Photographs may be taken by the Museum for record keeping or promotional publicity purposes. Photographs may be taken by visitors for private study. Photographs may be taken for promotion and the reporting of news. Other restrictions may be added below.
17. The Lender consents to the processing of their personal details by the Museum of Surrey for the sole purpose of managing the loan object(s). Details and information will be kept confidential.
18. In the event of loss or damage to loaned items, after professional assessment and quotations, the Museum will compensate Lender for the repair or replacement of objects during the time the Museum had possession.
19. The Lender confirms that no object(s) are known or suspected to have been stolen, illegally imported, or exported, or illegally excavated as defined in the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property.
20. Displays will be removed 1 day after the end date of the exhibition and must be picked up from the museum within three weeks of the exhibit closing date.
21. Pick up address: Museum of Surrey, 17710 – 56A Avenue, Surrey, BC.