

University of Oregon Libraries  
Exhibits Committee

## Materials and Services Worksheet

This worksheet is used by the Exhibits Committee to determine the services, materials and expenses associated with mounting your exhibit and to provide a budget to meet these expenses.

**Submission of this worksheet is required.**

- The Library will reimburse exhibitors for ***approved materials and services only***.
- Services for graphics, image reproduction and web exhibit design assistance should be provided by units within the library. Contact your exhibits liaison if you have questions regarding services that the library provides.
- See the Exhibits Toolkit page at <http://libweb.uoregon.edu/exhibits/toolkit.html> for a list of tools and standard exhibit supplies that are provided by the Exhibits Committee for your use.
- A budget for your exhibit will be determined in advance, and you will be notified. All materials purchased with this budget are the property of the University of Oregon Libraries Exhibit Committee.
- For help with this form go to the Materials and Service Worksheet help page at [http://libweb.uoregon.edu/exhibits/materialsworksheet\\_help.html](http://libweb.uoregon.edu/exhibits/materialsworksheet_help.html)

### Exhibit/Exhibitor Information

Date: \_\_\_\_\_

Exhibit Title: \_\_\_\_\_

Exhibitor Team Leader: \_\_\_\_\_

Department or UO Affiliate Organization: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Exhibit Committee Liaison: \_\_\_\_\_

Web Master: \_\_\_\_\_

### Materials

Have you completed writing the text panels for your exhibit?  Yes  No

Have you selected the objects that will be displayed?  Yes  No

Have you met with a representative of the Library's Image Services to discuss the design of your text panels, captions and other two-dimensional material?  Yes  No

In the table below, please provide descriptions of the materials you have selected for use in your exhibit. If items have identifying numbers that will help us to obtain the correct items for you, please include these numbers. For an example go to the Materials and Services Worksheet Help page at [http://libweb.uoregon.edu/exhibits/materialsworksheet\\_help.html](http://libweb.uoregon.edu/exhibits/materialsworksheet_help.html)

Quantity	Supply	Source	Unit Price

## Services

In the table below please describe any photographic, printing or other special services you will need for the preparation of your exhibit. Please be specific. Many services are provided by units within the library. Contact your exhibits committee liaison for information about these services. If the service you need must be obtained from a provider outside the library or the university consult your exhibits committee liaison.

Service	Provider	Price (unit or total please specify)