

Proposal Cover Sheet

5 items are required in your proposal:

1. This completed cover sheet.
2. A one-page description of the project proposed. Please outline what will be presented. This is best accomplished by answering: What? Why? How?
3. Resume
4. Documentation of past work. This must include at least one of the following:
 - a CD or DVD with images presented in an organized Keynote, PowerPoint or web-browser format
 - a website address (a website on CD is best, in case there are connection problems)If the documentation is difficult to understand please attach an explanation or diagram of no more than one page.
5. A self-addressed stamped envelope (SASE). If no SASE (or one without sufficient postage) is included, material will not be returned and will be discarded.

Name(s) _____
Street Address _____
City, State, Zip _____
Phone _____ Email _____

Checklist [all 5 items must be included]

- Cover Sheet
- One page description of proposed project
- Resume
- CD/DVD OR Website
- SASE (self-addressed envelope with adequate postage)

Proposals can be dropped off or mailed to:

LivingRoom Gallery
Attn: RFP
1530 W Superior St
Chicago, IL 60622

Please address any questions to: contact@LivingRoomGallery.org
Proposals will not be accepted via email.