

Thursday Late at the Whitworth: Guidelines for Proposals

What is a Thursday Late?

A series of sociable, after work and late openings that are the perfect place to meet up with friends, explore the gallery and enjoy a specially curated selection of talks, performances, film screenings, live music and artist interventions. Thursday Lates are an opportunity for the Whitworth to engage with diverse audiences and offer artists, communities, producers and thinkers a platform to develop and share their work. All events are free unless otherwise stated.

What are we looking for in a Thursday Late?

We would like the ideas and proposals to reflect and respond to our exhibitions and collections and the diverse communities of Manchester and beyond. Whilst we don't want to confine creativity we also need to be practical about what we can do in the spaces so it would help if you came to the gallery and familiarised yourself with the physical building.

The process:

STEP 1: The online form is the start of a process and we prefer all ideas to come through this system. This allows us to review all submissions in a fair and timely manner, rather than proposals being emailed to individual members of the team ad hoc.

STEP 2: Once the form is submitted, your proposal will be looked at by a panel of representatives from across the gallery staff teams. They meet every two months to discuss proposals, and make the decision on which ideas to progress.

STEP 3: Once your idea has been selected we will contact you and arrange a meeting where we will review the logistical aspects of the event, spaces that can be used and find a suitable date and agree a production timeline.

STEP 4: Plan, plan and plan then have a great event. You' will be supported by the Whitworth team to develop and deliver you event.

Filling in the form:

Q1: We need your email address so we can communicate with you.

Q2: we need to know who the main person leading on the proposal is and that may be more than one person. You can also include the roles they have in the delivery of the proposal

Q3: It helps if we have a title so we can use that as a reference for the proposal. We can always change it later on in the planning.

Q4: We need to identify a date when this proposal would take place but be aware that it might have to change if we already have events scheduled in on your preferred date. We usually programme 3-6 months in advance. If your idea links to a particular exhibition then be aware of when the exhibition ends. (this will be on the website) <http://www.whitworth.manchester.ac.uk/whats-on/exhibitions/>
If your idea links to a specific time of year i.e. Black History Month, please make sure you submit it at least 6months beforehand.

Q5: the Whitworth will provide in kind support including, the venue, staff time (technical, operational, visitor team and volunteers) and other resources such as tables and chairs etc. You will need to provide funding to cover your project costs.

Q6: this bit needs to be given some consideration as we have limited facilities to hand and there are conservation restrictions on what can be brought into the building. List your requirements as comprehensively as you can.

Q7: try to visit the gallery before you submit your proposal and think about the most appropriate space for your event.

Q8: This is your opportunity to really sell us your idea. Try and put as much information as you can about your idea and include the target audience for your event.

Q9: let us know if you have delivered your event before and when.

Q10: add any blog or/and web links as well as social media links here that will help to give the panel a clear idea of what you want to achieve.