

Please complete this form and submit to:  
Betsy Robinson, Head of Exhibit Planning,  
robinsonbb@si.edu, 301-238-2101

An SIE Project Manager will contact you to discuss your project.

|               |                  |                  |                    |
|---------------|------------------|------------------|--------------------|
| Date:         | ___ / ___ / ____ | Client/ SI Unit: | _____              |
| Requester:    | _____            | Telephone:       | ____ - ____ - ____ |
| Email:        | _____            |                  |                    |
| Project Name: | _____            |                  |                    |

|                          |                  |
|--------------------------|------------------|
| Project start date?      | ___ / ___ / ____ |
| Project completion date? | ___ / ___ / ____ |
| Target budget/range?     | \$ _____         |

|                                      |   |
|--------------------------------------|---|
| What type of pricing would you like? |   |
| <input type="checkbox"/>             | Estimate <i>A rough price range based on preliminary information, often used for budgeting.</i> |
| <input type="checkbox"/>             | Quote <i>A firm fixed price based on complete information.</i>                                  |

|  |   |
|--|---|
| Tell us more about the kind of service(s) you would like from SIE: |   |
| <input type="checkbox"/>   | Exhibit Development: <i>content development, interpretive master planning, collections management, project management, and writing/editing</i><br>Describe: _____ |
| <input type="checkbox"/>   | Design: <i>2D and 3D design, prototyping, logo development, and final digital artwork</i><br>Describe: _____  |
| <input type="checkbox"/>   | Graphic Production: <i>graphic production, installation, and comic illustration</i><br>Describe: _____  |
| <input type="checkbox"/>   | Fabrication: <i>exhibit production, installation, casework, crating, and archival framing</i><br>Describe: _____  |
| <input type="checkbox"/>   | 3D Studio: <i>3D scanning/printing, model making, and mountmaking</i><br>Describe: _____  |

**Please attach any additional information (e.g. drawing packages, photos, sketches, content documents, object lists) that will help us evaluate the project's scope.**