

CONSERVATION DEPARTMENT
PRELIMINARY LOAN APPLICATION FORM A
CHECKLIST OF INFORMATION NEEDED TO COMPLETE LOAN APPLICATION

Please make sure that the following, signed and stamped, is supplied before you submit your loan request:

- Formal Request on Institutional Letterhead
- Preliminary Loan Application Form A
- Exhibition guidelines

Special attention will be given to environmental controls, lighting, mounts, security, fire suppression/smoke detection, floor plan, and activities in the area.

A list of items requested for loan is required in order to properly process a loan request. If the borrower does not know the specific objects to request for loan, please contact: loan@mtabraham.org for an object list.

Before reviewing a loan request, the following information is required:

Requestor full name _____	Title _____
Contact (if other than Requestor) _____	Department _____
Institution _____	City _____ State _____
Address _____	Country _____
Phone Number _____	Fax Number _____
E-mail _____	Exhibition Title _____
Purpose of Loan _____	Exhibition Opens _____
Brief Description of Exhibit _____	Exhibition Ends _____
Dates Required at Venue _____	

- For traveling exhibition, list additional venues and dates in separate preliminary application form.

List of items

MTA Ref No.	Artist	Media	Type	Size	Brief Description

Name _____ Position _____

Date _____ Signature _____

Approval depends on all loan requirements being met and financial arrangements agreed upon.
Please return the form to: loan@mtabraham.org