

# Community Case Program

The Tampa Bay History Center's Community Case Program offers your organization a unique opportunity to place your story side-by-side with the events and people that shaped the history of Tampa Bay.

Our Community Case, a 14-foot long exhibit case located on the third floor gallery, places you front and center in our 68,000-square-foot facility and offers you a chance to tell your story.



## How It Works

Non-profit cultural organizations, schools, and neighborhood associations are invited to apply to participate in our Community Case program. If selected, you will work with the Tampa Bay History Center's curatorial staff to discuss how to effectively tell your story and what items or other materials you might want to display. Tampa Bay History Center curatorial staff is available to assist with your exhibit in an advisory capacity only.

## Additional Criteria

- Organization has been operating within the Tampa Bay Area for a minimum of 10 years**
- The primary focus of the display should be to highlight the history of your organization**
- Due to high demand we cannot allow repeat displays from organizations who have previously held a community case slot**

Once you have decided on a theme and selected items to include in the Community Case, you will need to schedule a time to install your exhibit. With guidance from our trained staff, you will spend the day arranging your artifacts, hanging your photos and preparing exhibit labels.

# Community Case FAQ

## **How big is the Community Case?**

The case is 14 feet long, eight feet high and two feet deep (14' x 8' x 2'). It is located on the third floor gallery, next to the "Your Tampa Bay" interactive map.

## **How long will my exhibit be on display?**

Exhibits will remain on display for approximately twelve weeks. However, we may ask you to lengthen or shorten the duration of your exhibit depending on unexpected changes to the History Center's overall exhibition schedule. Please do not include items that you may need to access during the display period.

## **How and when do I install my exhibit?**

You will work with the History Center staff to display your materials. Installation will take place on an agreed upon date and time prior to your exhibit "opening." While our staff is available to assist you on an as-needed basis, the History Center is not responsible for the completed installation of your exhibit. Please plan accordingly to allow enough time and to have enough help to install your artifacts, photos, labels and signage.

## **What should I include?**

Any item that you feel helps to relate your group's history, organizational mission, impact, or legacy can be considered for inclusion. However, some items are more suitable

for museum display than others. Prior to installation, a member of the History Center's staff will be available to discuss and review artifacts you might want to include in your display. You'll also want to review the list of restricted items at the end of this packet.

## **Will my items be safe?**

Yes. The Community Case remains locked at all times and access is limited to the curatorial staff of the History Center. The History Center is monitored by an in-house security staff and surveillance cameras. Once your items are installed, they will not be moved or altered until you return to de-install the exhibit. In the event that a member of the staff needs to access the Community Case, you will be contacted immediately. Please note that you are responsible for the removal of your items. The History Center will not be held responsible for removing, packaging, storing or shipping your items.

## **What happens once my exhibit is installed?**

A small reception or other "opening" event such as a lecture or presentation is possible and may be scheduled directly by your group. An opening event is not guaranteed and is subject to additional costs, existing café or facility rentals, special events, or other scheduling impediments. Please see addendum for more information about scheduling an event.

# Restrictions

The History Center reserves the right to review appropriateness of all images and artifacts prior to inclusion in the community case. Additionally, History Center curatorial staff reserves the right to edit content as necessary to maintain internal standards. In planning for your exhibit, keep in mind the following items are not permitted under any circumstances:

- ⊘ **Perishable items or food of any kind**
  - ⊘ **Liquids**
  - ⊘ **Lighting or lighting equipment**
  - ⊘ **Electronic or other equipment requiring plugs, batteries, or adapters**
  - ⊘ **Plant material**
  - ⊘ **Profanity**
  - ⊘ **Derogatory speech, symbols, or iconography with regard to race, religion, ethnicity or gender**
  - ⊘ **Political advocacy or rhetoric**
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# Spec Recommendations

The following standards and guidelines are offered to ensure that your Community Case exhibit looks great and conveys your organization's history in a clear, concise, effective manner. By adhering to these general specifications your exhibit will fit seamlessly among the History Center's permanent collections and exhibits.

## **Text**

Text for exhibit labels should be very brief, no more than about 30 words. Keep the old adage, "less is more" in mind when writing descriptions for your objects.

When preparing text, also keep in mind that many different audiences will view your exhibit. Your writing must be clear, non-technical, and free of jargon or colloquialisms.

## **Font Size**

Fonts on exhibit labels should be between 20 and 24-point.

## **Label size**

Artifact labels should measure approximately 1' x 6."

## **Exhibit signage**

Larger exhibit signage can be placed inside the case and should measure approximately 3' x 3'.



# Private Exhibit Celebrations

## Group Sales

CAPACITY: 10 or more guests

PRICING: Adults \$11.95 per person · Senior (60+) \$9.95 per person

CONTACT: email [groupsales@tampabayhistorycenter.org](mailto:groupsales@tampabayhistorycenter.org) · phone (813) 228-0097

## Room Rentals

3rd floor TECO Learning Center · 3rd floor balcony Annis Gallery

Tampa Bay History Center · Nancy Dalence, Director of Education

[ndalence@tampabayhistorycenter.org](mailto:ndalence@tampabayhistorycenter.org) · (813) 675-8983

## Food and Beverage

Sales and Catering · Columbia Cafe at the Tampa Bay History Center

Ricky Carrizales · [rickyc@crg1905.com](mailto:ricky@crj1905.com) · (813) 229-5511

## Promotions

Tampa Bay History Center · Billy Somerville, Director of Marketing & Communications

[bsomerville@tampabayhistorycenter.org](mailto:bsomerville@tampabayhistorycenter.org) · (813) 675-8985

## Exhibit Installation and Support

Tampa Bay History Center · Malerie Dorman, Curator of Exhibitions

[mdorman@tampabayhistorycenter.org](mailto:mdorman@tampabayhistorycenter.org) · (813) 675-8978