

Museums Association of the Caribbean

Host Application Proposal

The proposal must be received as one PDF/Word file via e-mail to the Museums Association of the Caribbean (MAC), at secretariat@caribbeanmuseums.com. Proposals are due thirty days prior to the upcoming year's AGM. Proposals will be considered at the board meeting proceeding the MAC AGM. Notification of the chosen institution /organization will occur at the AGM.

ORGANIZATION / INSTITUTIONAL INFORMATION

1. What is the name and address of your organization/institution?
2. Who is the main contact person? Please provide their contact information.
3. What is the size and annual operating budget of your organization/institution?
4. Why is your organization/institution suitable for the MAC conference? How is it beneficial for delegates?

VENUE(S)

1. What is/are the potential conference hosting venues?
2. What is/are the potential host hotels in the region?

PROPOSED CONFERENCE DATES

Reminder: Conferences typically occur over a period of 4 days / 3 nights, or 3 nights/4 days. Please ensure that the dates do not coincide with major national, international or religious holidays.

1. Please indicate which year your institution/organization is most interested in hosting? If applicable, please indicate your second and/or third year of choice.

Year _____ (1st Choice)

Year _____ (2nd Choice)

Year _____ (3rd Choice)

2. What are the proposed conference dates?

BUDGET / SPONSORS

1. Have you reviewed the sample host budget?

Check either yes or no.

Yes No

2. Who are your potential sponsors and funders?

3. Have you reviewed the guidelines?

Check either yes or no.

Yes No

Printed Name _____

Signature _____

Title _____

Date _____