

#### 4. APPENDIX A: Archive Request Form

## ARCHIVES EXHIBIT REQUEST FORM

### Checkout Information:

<b>Event:</b>
<b>Location:</b>
<b>Date of Event:</b>

### Trusted Servants:

Exhibit	Name	Telephone #	Email	Pickup/Return Dates
Person requesting				
Person Picking Up exhibit				
Person returning exhibit				

### Size and Nature of Exhibit

#	Exhibit to be checked out	# of tables	Nature of Materials, (be specific)
	Copies		
	Originals		
..	Workshop / presentation		

### Security measures:

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### Expenses:

Given the specific facility and handling of Archives displays, it is the responsibility of the hosting committee to request Archives participation at whatever level can be supported by that event. A request is made by submitting the Archives Display Request Form to the Archives Steering Committee for approval. **The cost of Archives participation, including secure facilities and shipping, as well as Archivist travel, registration and meals should be included in an covered by the event budget.** An estimate can be arrived at through discussion between the Event committee/Archives Steering Committee/Archivist.

<b>Transportation:</b>		<b>Registration:</b>		<b>Other:</b>	
<b>Lodging:</b>		<b>Meals:</b>			

### Notes:

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### Signatures:

	Signature	Date
Request submitted by:		
Request received by		
Items returned by, (Archive committee member)		

To request an exhibit, please contact the Archives Steering Committee Chair: [altdelagate@area02alaska.org](mailto:altdelagate@area02alaska.org)

To arrange check-out of a display, contact our Area Archivist: [archivist@area02alaska.org](mailto:archivist@area02alaska.org)