

What are your hours of operation?

Describe your facility:

Are you a nonprofit or not-for-profit organization?

Are you registered with the Secretary of State of Georgia as a nonprofit?

Are you recognized as a 501(c)(3) by the Internal Revenue Service?

Who is your main audience?

What are your institution's main challenges?

What are your institution's main strengths?

Why does your museum need a MUSE consultation?

What do you hope to gain from a MUSE consultation?

Would you like to request a specific consultant?

**Please enclose the following:**

- Annual report
- Brochure
- Newsletter
- Magazine



Georgia Association of  
Museums and Galleries

**M**useum Services  
**U**  
**S**  
**E**xchange Program

Guidelines and Application

## The MUSEum Services Exchange Program

**MUSE** is a program of consulting services provided by and for members of the Georgia Association of Museums and Galleries. Experienced museum professionals provide information and feedback to sister institutions, large and small. The goal of MUSE is to improve Georgia's museums using local talent.

### How does MUSE work?

Museums, both established and emerging, can apply for a MUSE consultation in relation to an area of need (detailed on this application). Museums must be members of GAMG and complete this form to be considered. The number of consultations depends upon funding provided by the silent auction at the annual meeting. Typical consultations are for two days. Hosts must agree to pay expenses related to travel, food, and lodging. GAMG will only provide honoraria for consultations to not-for-profit museums and galleries. For profit organizations may request MUSE assistance for a fee.

### Once completed, where do I send this form?

To Dr. Catherine Lewis, Museum of History and Holocaust Education, Kennesaw State University, Kennesaw, GA 30144 or clewis1@kennesaw.edu.

### What happens after I submit my application?

After reviewing the application, the MUSE committee will seek an appropriate consultant to help coordinate a site visit. If the application is accepted, the institution and consultant will coordinate the site visit. Within 30 days of the site visit, the consultant will submit a report to GAMG and the host institution summarizing finding and recommendations. Host museums are also invited to write an article for the GAMG newsletter about the experience to help promote the program. An organization that has received a MUSE consultation is not eligible to apply for another one for a period of three years. Submission of an application does not guarantee acceptance.

### How do I become a MUSE consultant?

The MUSE consultant application is available at GAMG's website:

[www.gamg.org](http://www.gamg.org).

## MUSE Application

Institutional Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

### Area for consultation (limit to 2):

- |   |   |
|---|---|
| <input type="checkbox"/> Exhibits                             | <input type="checkbox"/> Conservation                                     |
| <input type="checkbox"/> Operations, Governance, Management   | <input type="checkbox"/> Facilities Planning                              |
| <input type="checkbox"/> Collections Management               | <input type="checkbox"/> Revenue Streams (Including Museum Store)         |
| <input type="checkbox"/> Finance and Development              | <input type="checkbox"/> Security   |
| <input type="checkbox"/> Accessibility                        | <input type="checkbox"/> Emergency Planning                               |
| <input type="checkbox"/> Interpretive Planning                | <input type="checkbox"/> Using New Technologies, (including Social Media) |
| <input type="checkbox"/> Education (Adult or School Programs) | <input type="checkbox"/> Public Relations and Marketing                   |

Provide a brief history of your institution (250 words or less, include as an attachment):

What is your mission?

How many full-time/part-time staff members do you have?

How many volunteers?

What is your annual operating budget?

What are your main sources of funding?