



## OFFER OF DONATION FORM

AUSTRALIAN PERFORMING ARTS COLLECTION

### YOUR DETAILS

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

### YOUR OFFER OF DONATION

Please provide as much detail as possible.

► **Description of your material**

Briefly describe the material you wish to offer including any subject areas (Circus, Dance, Music, Opera, Theatre) and time periods covered. Please also indicate the quantity of material.

► **Background information**

Please provide the name of the person, family or organisation that created or kept the material.

## YOUR OFFER OF DONATION (cont.)

▶ **How did the material come into your possession?**

▶ **Location of the material**

Where is the material currently stored?

▶ **Condition of material**

Indicate the general condition of the material eg. fair, a little dusty, water damaged, evidence of mould.

▶ **Any additional information or questions**

▶ **Photographs - please attach images to your return email**

We require photographs of the material in order to assess your offer. Please position a ruler beside the item in the photo to provide a sense a scale. Details such as inscriptions or labels would be most appreciated. It is also helpful to take photos from several different angles and in good light.

**I have read the Collection Donation Guidelines**

[www.artscentremelbourne.com.au/en/exhibitions-collections/australian-performing-arts-collection/donations](http://www.artscentremelbourne.com.au/en/exhibitions-collections/australian-performing-arts-collection/donations)

**Please email your completed form and photographs of your material to:**

**[collectionsnews@artscentremelbourne.com.au](mailto:collectionsnews@artscentremelbourne.com.au)**

**or post to: Collections, Arts Centre Melbourne, PO Box 7585, St Kilda Rd, VIC 8004**

**To learn more about the Australian Performing Arts Collection, please visit our website  
[www.artscentremelbourne.com.au/exhibitions-collections](http://www.artscentremelbourne.com.au/exhibitions-collections)**

Arts Centre Melbourne is committed to protecting your privacy. When you contact us Arts Centre Melbourne only use your information to provide you with the information, service, or product that you are interested in, or have a requested. For more information, please read our privacy policy and privacy statement.