

# WHITNEY

## **Guidelines for Requesting Loans from the Whitney Museum of American Art**

- Send all loan requests to the attention of Director, Whitney Museum of American Art
- Loan requests must be received for domestic venues at least six months in advance of the exhibition opening date. All supplementary materials for any domestic request (dates of exhibition, facility reports, data logger readings, etc.) must be received no later than four months in advance of the exhibition opening date in order for the request to be considered.
- Loan requests must be received for foreign venues at least nine months in advance of the exhibition opening date. All supplementary materials for any domestic request (dates of exhibition, facility reports, hygrothermograph readings, etc.) must be received no later than seven months in advance of the exhibition opening date in order for the request to be considered.
- In order to expedite the loan process, a facility report should accompany the loan request letter whenever possible. The Whitney Museum of American Art requires that facility reports are the American Alliance of Museums standardized version. Please contact the Registration Department should you need a blank copy (212-570-3640).
- After a loan has been approved by the Whitney Museum of American Art, we will require that any additional works requested for loan and/or any additional venues requested for an exhibition tour be submitted for review at least three months in advance of closing date of the previous venue of the exhibition.