

SUBMIT YOUR OWN HOLIDAY DISPLAY AT THE MICHIGAN STATE CAPITOL

EXHIBIT = DISPLAY

An exhibit is any display, including but not limited to public service and educational presentations; historical displays; and any display of artwork, including but not limited to paintings, sculptures, arts and crafts, and photographs.

STEP ONE

Come up with a simple design that can be easily fabricated. The display must meet these requirements:

- Must be one object no more than 4 x 4 x 4 feet in size
- Must stand independently (not be driven into the ground or affixed to any surface)
- Exhibits may be scheduled for display for up to 7 calendar days, but even having your exhibit on display for one day makes an impact.
- It must be set-up and removed by someone each day that it's displayed.

STEP TWO

Contact the Events Coordinator to schedule the dates of your display.

Email Barb Thumudo: bthumudo@legislature.mi.gov to request dates.

- Remember that someone must be there to set-up and remove your display each day that it's displayed.
- If you'd like assistance with set-up and removal, please contact [The Satanic Temple of Detroit](#). We may be able to assist you with this.

STEP THREE

Complete this [4-page form](http://1.usa.gov/1IWG4xh) (<http://1.usa.gov/1IWG4xh>) and return to the Capitol Events Coordinator with a valid signature by mail or fax it to 517.373.8040. If mailed, send form to: Capitol Facilities, Director, Michigan State Capitol, P.O. Box 30014, Lansing, Michigan 48909

All decisions by the Capitol Facilities Director required under these procedures shall be made as promptly as possible, but no later than two state business days after receiving the written request.

Read the full [Procedures for the use of Public Areas of The Michigan State Capitol](http://1.usa.gov/1LNi1FV):
<http://1.usa.gov/1LNi1FV>