Assessment

People

How many people do we have to work on the project of Exhibitions?

Do they have the necessary skills that we will need?
- 2-D and 3-D object handling best practices, care and storage
- Curation, project management, etc.

Will we need to hire any crew to make this happen?

Is it reasonable to have them designate the time to this project?

Do we have staff "buy in" for exhibitions?

What kind of in-house resources do we have?
Framing, mounts, lighting, display cases, graphic design, walls, installation

Who is your audience?
How will they benefit from this work?
Who isn't coming in our door that we would like to see?

How will we evaluate our exhibit?

Place

What specific spaces are we trying to use?

Is the lighting adequate? Is the lighting safe for the objects?

Is the space climate controlled?

Is the space secure?
Do we have doors that lock, a viewable entrance, a designated security guard or gallery staff/volunteers?

Do we have display cases to secure objects?

Things

What collection(s) are we interested in showcasing? What is the common theme?

What kind of technological resources do we have?
Transferring, editing media?
Exhibition sound, videos?

Tools
    Toolkit: Tape measure(s), paper tape measure, level(s), hanging hardware, straight edge, self-healing board, utility knife, exacto knife, hammer, screwdriver, pliers, blue tape, paper and pencils, cotton and latex gloves

Do we have a <u>budget</u>?