Exhibition Schedule

1. Plan for one year out minimum
   Opening date and closing date, exhibit take down schedule

2. Decide what material you want to show - survey what you have to draw from
   Create your theme and storyline – fine tune as you go along

3. Work with Education on Audience targets and Outreach
   (Invite interested classes and departments, find interested classes cloaked under other depts.)

4. Determine your viewing hours, security and gallery sitters / docents

5. Vendors for food, beverages, entertainment, etc.: (Donations, purchase, pick up or delivery)
   Create an event schedule, contact speakers, performers, reserve rooms

6. **Create an Object List**
   - Pull objects and record movement, (item out forms, database update)
   - Complete condition reports
   - Store packing materials
   - Assess readiness for display
   - Acquire mounts, materials for safe display (batting, velaro, tyvek, ethafoam, matboard, etc.)
   - Order framing
   - Prep objects for installation
   - Consider interactive components, sound played throughout or listening stations
   - Create a map of exhibit layout

7. **Pre-install exhibit preparation**
   - Work on loans (supplemental material, diagrams, images),
   - Work on concepts, graphics, graphic fonts, signature images, titles, didactics
   - Text:
     - Labels: creation – format to size / and mounting
     - Written text
     - Vinyl Title wall, additional vinyl, subtitles, section headers
     - Curator’s statement, write, print, mount
     - Object label’s written, write, print, mount
   - Mounting objects (send out for mounts?) and framing
   - Seek permission for quotes, images, etc.
   - Schedule facilities for reception set up (AV technology?) and deliveries,
     janitorial for reception clean up
   - and additional needs
8. Write your press release (text to be reused) and contact press (generally 3 months in advance)

9. Installation: 3 – 4 weeks before opening reception for a small (one gallery) space
   Hang walls, install display cases, place first draft (soft copy) of labels and didactics
   Allow time for movement

10. Soft opening one – two weeks before opening reception

11. Evaluation: one – two week(s) before opening reception

12. Opening Reception
   - Pick up food, beverages, meet delivery vendors
   - Handling honorary guests, elderly, disabled
   - Set up chairs, AV
   - Restocking and cleaning during event
   - Take down and clean up

13. Documentation: Photos, final display list

14. Take down and gallery turn over
   - Condition reports

15. Installation of next exhibit