

## 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

Contact Development – do they want to offer special tours? Special events?

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