

The Exhibit Opens!

Everybody is happy. The press release is out and visitors line up at the door. Show time!

SHOW TIME!

25

Clean up

Remove all packaging, vacuum, clean glass displays, turn on computer, sound and lights.

24

Installation

Many trades are working together in a sequence of tasks. Make sure the space is blocked off and the installers are fed.

23

Delivery

Exciting day! The delivery truck arrives and the crew starts to unpack the boxes.

22

Confirm timing

Everything will come together with a solid schedule for the installation. Make sure everybody is on the same page.

21

Ready the Space

Do the walls need to be patched, painted? Is the carpet ready to be replaced?

20

Sample Panel

The printer sent a sample panel. Check for colour accuracy. Confirm go ahead.

19

Fabrication

Send the artwork to the fabricators. Make sure to check in with them on schedule and costing.

18

Detailed Design

Create all graphic panels and displays using high resolution photos, illustrations, info graphics.

17

Proof Reading

Find a professional proof reader. It really helps to make a professional appearance.

16

Models

Models are expensive, beautiful, attention-grabbers, master pieces, convincing, theatrical and mesmerizing.

15

Illustrations, Maps & Info Graphics

Many words can be spared using visuals. Find the opportunities.

13

Flooding

The water pipe bursts due to extreme winter weather. The exhibit space needs to be renovated. Move back to 3.

14

Artifact Selection

Who can help to select artifacts based on the storyline?

12

Local Carpenter

agrees to build all displays for a tax donation receipt. Move to Space 19.

11

Concept Design

Develop each exhibit on paper with components to scale. "Roughing out" ideas allows us to plan and be realistic.

9

Sketches

A picture tells a thousand words. Sketches help to visualize to others what we think and envision.

10

Exhibit Space

Generate or source to scale drawings of your exhibit space (if possible include all electrical).

8

Storyline

Create a document that contains all themes and sub-themes in a cohesive "string" as you walk through the space.

7

Brainstorming

Explore the themes for each exhibit space from different angles. What makes the exhibit a richer experience?

6

Grant Money

came through. Hurray! You have the full budget to do it all. Fast track to Space 11.

4

Exhibit Designer

Do you have the budget to hire a designer? Benefit: Experience doing it professionally.

5

Rough Estimates

Get high level costing from all outside sources. Don't forget electrical and lighting if required.

2

Curator

You have an inhouse curator. This will cover theme and content development. Prepare an exhibit outline.

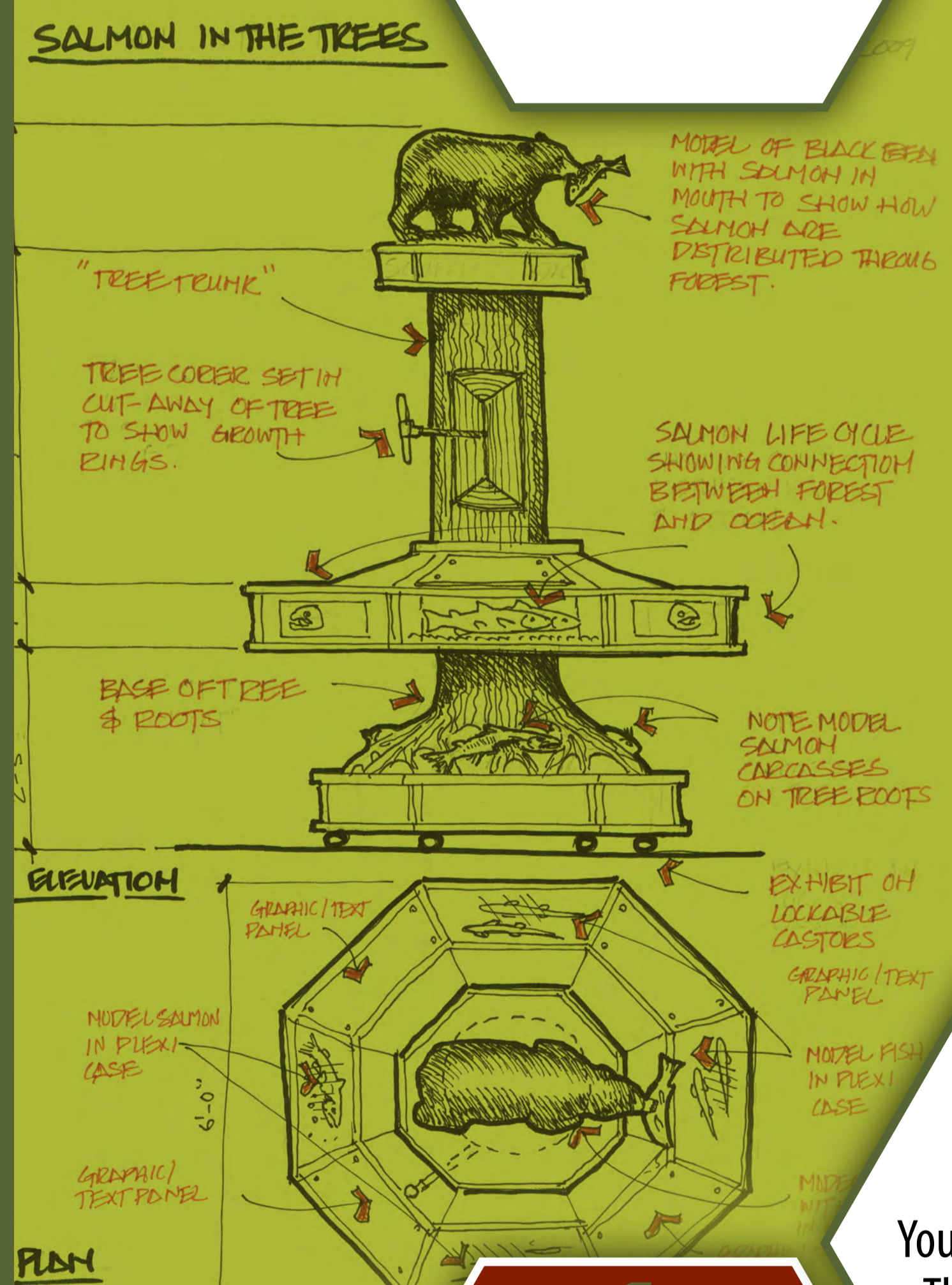
3

Project Scope

Determine your project scope. This is like a list of everything that needs to get done combined with time and cost required.

1

"M4"
MONDAY MORNING
MANAGEMENT
MEETING



Let's create an Exhibit!

The Executive Director drops the E-word.

What now? Pick a colour, be a team member and line up at the door to race towards the opening date.