

| 8 Weeks before Exhibit | Task completed (Initial & date) | Notes |
|------------------------|------------------------------------|-------|
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Finalize Opening and Closing dates with ASC director

Add dates and Exhibit title/ theme to appropriate wiki page

Contact and confirm other archivists/ librarians participation (if applicable)

Contact and confirm dates with community collaborators (if applicable)

Send out loan form (if applicable)

Does an event/ opening / community engagement program need to be organized?
If so, Request Approval of event from ASC Director. If ok-ed, fill out form on "Wiki Event Promotion and Communication Checklist >> Event Planning Page". This includes Fix-It, Catering, Social Media, Promotional etc.

Begin background/ contextualizing research

| 6-8 Weeks before Exhibit | Task completed (Initial & date) | Notes |
|---|--|--------------|
| <p>Select display materials</p> <p>Fill out Exhibit Object Record and begin digital file organization in appropriate Box folder</p> <p>Conduct background/ contextualizing research. Include student workers if able</p> <p>Confirm receipt of Loan agreement and schedule loan pick up/ drop off</p> | | |

| 4-6 Weeks before Exhibit | Task completed (Initial & date) | Notes |
|---|--|--------------|
| <p>Continue background/ contextualizing research</p> <p>Assess exhibit display supplies</p> <p>Confirm details for any events scheduled following the "Wiki Event Promotion and Communication Checklist"</p> <p>Check in with any collaborators</p> | | |

| 2-4 Weeks before Exhibit | Task completed (Initial & date) | Notes |
|---|------------------------------------|-------|
| <p>Gather all materials to be displayed</p> <p>Confirm loaned items and condition. Complete all associated paperwork</p> <p>Gather materials for Publicity including press blurbs (ASC Director), social media (Library Communications Specialist) and Digital Publicity Image (both)</p> <p>Confirm details for any events scheduled following the "Wiki Event Promotion and Communication Checklist"</p> | | |

Confirm Fix-It with Buildings Services Manager or Buildings Services Assistant if Gallery set up is required or ASC Case shelves need to be moved

Check in with any collaborators

| 2 Weeks before Exhibit | Task completed (Initial & date) | Notes |
|--|--|--------------|
| Complete background/ contextualizing research Write Labels and Text Panels Confirm Wiki details Check in with any collaborators | | |

Send all publicity and social media details to appropriate individuals

| 1 Week before exhibit | Task completed (Initial & date) | Notes |
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Install exhibit

Give labels to colleague to edit for style, grammar, and accessibility

Any details for reception or event

Put in LibGuide Metrics

| Week Surrounding Exhibit closing | Task completed (Initial & date) | Notes | |
|---|------------------------------------|-------|--|
| <p>Confirm scheduled date for returning loaned items</p> <p>Submit Fix-It for Gallery de-installation (Week BEFORE exhibit closes)</p> <p>Send "thank you's" to community partners, if applicable</p> <p>Fill out exhibit documentation (Exhibit Object Record) that has been left undone, take photos of the exhibit, organize digital files</p> | | | |
