

Timeline for Exhibits at the George A. Smathers Libraries

* All times are approximate and may require more notice depending on existing projects and commitments by individual departments

* Exhibits with overdue deadlines may be canceled or postponed

MINIMUM 12 months before opening preferably 24 months before opening	<ul style="list-style-type: none"> • Curator(s) submit exhibit proposal form with Chair/Supervisor's signature • Curator(s) meet with Exhibits Director to discuss idea, space, and dates
10 - 12 months before opening	<ul style="list-style-type: none"> • Research and planning • Exhibit topic is narrowed and finalized • Curator(s) meet with necessary staff (Communications/Social Media, Development, Dept. Chair, etc) to develop programming • Curator(s) meet with Conservation to discuss possible item needs • Curator(s) meet with DSS regarding digitization needs
9 months before opening	<ul style="list-style-type: none"> • Research and planning • Curator(s) create preliminary object list; send to Exhibits, Conservation • Curator(s) meet with Conservation, make requests as appropriate • Curator(s) send items to be digitized to DSS
6 months before opening	<ul style="list-style-type: none"> • Research and planning • Curator(s) refine object list • Final digitization and conservation requests are made (small items)
4 months before opening	<ul style="list-style-type: none"> • Curator(s) finalize object list, send to Exhibits & Conservation • Curator(s) begin writing labels
6 weeks before opening	<ul style="list-style-type: none"> • Curator(s) and Exhibits Dept. select all graphics • Images and text selected for online exhibitions • Draft labels formatted in accordance with Style Guide due to Exhibits Dept.
5 weeks before opening	<ul style="list-style-type: none"> • Final selections made for online exhibition and digital screen(s) • Curator(s) meet with necessary staff to finalize event programming
4 weeks before opening	<ul style="list-style-type: none"> • Exhibits Dept. request any oversized printing • Publicity information sent to Director of Communications
3 weeks before opening	<ul style="list-style-type: none"> • Final labels due to Exhibits Dept. • Exhibits Dept. prints labels
1 week before opening	<ul style="list-style-type: none"> • Curator(s) and Exhibits Dept. install exhibit
1 week after opening	<ul style="list-style-type: none"> • Exhibits Director submits final object list to the Institutional Repository and applicable collateral materials