

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

12 - 24 months before opening	<ul style="list-style-type: none"> • Curator(s) meet with Exhibits Coordinator to discuss initial idea, space, and dates
9 - 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, Development, Dept. Chair, etc) to develop programming • Curator(s) meet with DPS regarding digitization needs
6 - 9 months before opening	<ul style="list-style-type: none"> • Research and planning • Curator(s) create preliminary object list • Curator(s) consult with Conservation Head • Curator(s) send items to be digitized to DPS
4 - 6 months before opening	<ul style="list-style-type: none"> • Research and planning • Curator(s) refine object list • Curator(s) make Conservation requests as appropriate
2 months before opening	<ul style="list-style-type: none"> • Research and planning • Curator(s) have object list ready for installation • Curator(s) begin writing labels • Final digitization requests are made (small items)
6 weeks before opening	<ul style="list-style-type: none"> • Research and planning • Curator(s) and Exhibits Coordinator select all graphics to be used • Images and text selected for online exhibitions • Curator(s) send labels for review/edit to Exhibits Coordinator
4 weeks before opening	<ul style="list-style-type: none"> • Draft labels due to Exhibits Coordinator • Final selections made for online exhibition and digital screen(s) • Publicity information sent to Director of Communications • Curator(s) meet with necessary staff to finalize event programming
3 - 4 weeks before opening	<ul style="list-style-type: none"> • Exhibits Coordinator requests any oversized printing
2 - 3 weeks before opening	<ul style="list-style-type: none"> • Final labels due to Exhibits Coordinator • Exhibits Coordinator prints labels
1 week before opening	<ul style="list-style-type: none"> • Curator(s) and Exhibits Coordinator install exhibit • Curator(s) finalize object list
1 week after opening	<ul style="list-style-type: none"> • Curator(s) submit final object list to the Institutional Repository; Exhibits Coordinator submits applicable collateral materials
4 - 6 weeks after closing	<ul style="list-style-type: none"> • Exhibits Coordinator and Curator(s) complete exhibit assessment