<table>
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<th>WEEK</th>
<th>TASK / ACTIVITY</th>
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| 1-4  | Research and narrow exhibition topic  
Create preliminary object list to review with Special Collections Librarian & discuss potential digitization & preservation issues of objects  
Meet with Library Communications Manager to discuss marketing, support for creating posters and facsimiles, launch date & invitations, if appropriate |
| 5-8  | Continue to research exhibition topic  
Meet with Library Communications Manager to finalize marketing plan (Exhibit title should be finalized by this meeting)  
Finalize object list and installation plan and review with Special Collections Librarian  
Request items to display in cases through ASC online system + indicate that materials will be used in an exhibit and indicate: name of exhibit + location of exhibit + exhibit dates  
Contact external conservators for contract work (if necessary)  
Identify and order supplies needed to install exhibition  
Draft text for exhibit panels including interpretive text and attributions |
| 9-10 | Finalize text and labels  
Submit to University Librarian for final approval  
Print and mount text, labels, and printed facsimiles  
Fabricate object supports such as mats, book cradels, etc. |
| 11-2 | Clean exhibition cases  
Install exhibition  
Launch exhibition |