

**EXHIBIT PREPARATION TIMELINE IN AN ACADEMIC TERM
UNIVERSITY OF GUELPH, ARCHIVAL AND SPECIAL COLLECTIONS**

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