** Sample Exhibition Planning Timeline**

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| **Time** | **Task** | **Who will do it?** | **Status.****(To start, in progress or complete)** |
|  | Decide on initial broad idea for exhibition, e.g. ‘Egyptians’ |  |  |
| 4 weeks | Research objects in collection and collections of other museums that are available. |  |  |
| 1 week | Narrow down broad idea into a theme, e.g. ‘Daily Life in Ancient Egypt’ and formulate a ‘pitch’ to persuade management to put the exhibition on. |  |  |
| 1 hour | Pitch exhibition idea to Senior Management for approval |  |  |
|  | \*\*Approval Gran­­ted\*\* |  |  |
| 1 day | Submit loan requests (Request the loan of objects in other museum collections that would add value to the exhibition) |  | I |
| 4 weeks | ResearchAgree themes/key messagesFinalise Leeds Museums object listSend chosen objects to conservationFinalise exhibition titleCommissioning (e.g. artists, poet, musicians) |  |  |
| 4 weeks  | Draft gallery layout Start drafting the information text.Create and issue a film brief for in-exhibition video contentLiaise with technical team about audio visual requirements and room alternations (e.g building of temporary walls)Order object mountsDevelop an events programme to engage audiences such as families, adults, older people etc |  |  |
| 4 weeks  | Issue graphic design briefFinalise gallery layoutResearch and choose exhibition images, including solving copyright issues.Community liaison – working with the community to involve their ideas, stories and objects as appropriate.Text writing FilmingPhotographyAppoint graphic designers |  |  |
| 7 weeks | Marketing design development (including with chosen graphic designers)Exhibition design development |  |  |
| 4 weeks | Sign off all marketing and exhibition graphicsMake good the gallery space (build necessary walls, paint walls etc)Graphics sent to printObjects move from store to gallery |  |  |
| 1 week | Install the exhibition11 – Press preview (generate interest to encourage people to visit the exhibition)11 – Exhibition preview (select group of people invited to experience the exhibition before it officially opens).12 – Exhibition opens to the public |  |  |