** 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 | Research  Agree themes/key messages  Finalise Leeds Museums object list  Send chosen objects to conservation  Finalise exhibition title  Commissioning (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 content  Liaise with technical team about audio visual requirements and room alternations (e.g building of temporary walls)  Order object mounts  Develop an events programme to engage audiences such as families, adults, older people etc |  |  |
| 4 weeks | Issue graphic design brief  Finalise gallery layout  Research 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  Filming  Photography  Appoint graphic designers |  |  |
| 7 weeks | Marketing design development (including with chosen graphic designers)  Exhibition design development |  |  |
| 4 weeks | Sign off all marketing and exhibition graphics  Make good the gallery space (build necessary walls, paint walls etc)  Graphics sent to print  Objects move from store to gallery |  |  |
| 1 week | Install the exhibition  11 – 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 |  |  |