



1:2 Checklist for the Exhibit Planner

Exhibit Conservation Schedule

TITLE: _____

OPENING DATE: _____ CLOSING

DATE: _____

EXHIBIT LOCATION: _____

OTHER

VENUES: _____

SCHEDULE ADMINISTERED

BY: _____

SCHEDULING REQUIREMENTS

TASK	DATE ASSIGNED	RESPONSIBILITY	DATE COMPLETED	NOTES
EXHIBITION DEVELOPMENT				
objects chosen				
objects conditioned				
conservation criteria developed				
objects catalogued and numbered				
housed in a safe location				
special display requirements discussed with designer				
preliminary design reviewed				
final design approved				
PRODUCTION AND INSTALLATION				
case prototype plans developed				
material selection				
case prototypes built				
case prototypes tested				
case prototypes approved				
special mounting discussed				
custom object mounts prepared				
treatment of objects completed				
environmental systems tested				
exhibition construction completed				
gallery cleaned				
objects installed				
MAINTENANCE AND DE-INSTALLATION				
objects monitored for condition				
environmental conditions monitored: temperature and relative humidity				
environmental conditions monitored: pollutants				
environmental systems maintained: temperature and relative humidity				
pollution control systems maintained				
objects removed at close of exhibition				
objects returned to storage				
exhibition dismantled				