# Library Exhibition Timelines

## For Large-Scale Exhibition in Gould Library

| 4-6 months ahead | • Meet with Margaret Pezalla-Granlund (x7182, mpezalla@carleton.edu) and Aisling Quigley (x5487, aquigley@carleton.edu) to discuss your idea and start the planning process.  
  • Reserve the space.  
  • Start thinking about funding, collaborations, related programming, etc. |
| 3 months ahead | • Provide a title and description of the exhibition.  
  • Draft a checklist (list of materials to display). Work with Margaret or Aisling to determine how many objects to display.  
  • Coordinate with other campus resource people, as needed: reference librarians, special collections, etc.  
  • Contact Merry Hoekstra (x4261, mhoekstr@carleton.edu) to reserve the Athenaeum. |
| 4-6 weeks ahead | • Start thinking about publicity for the exhibition: submit a blurb to the NNB, make posters, submit a press release, post events to campus calendar, Carleton weekly, etc. (For assistance, contact Aisling).  
  • Finalize checklist, working with Margaret and Aisling to identify special handling and display concerns, and to confirm that the exhibition will work in the space.  
  • Provide Margaret and Aisling with a draft of all the didactic materials for the exhibition: intro labels, group labels, ID labels, object captions (see next section on label writing for more specific instructions).  
  • Provide Margaret and Aisling with images and text for posters and the web. |
| 3 weeks ahead | • Final checklist  
  • Final exhibition text email in Word Doc format to Margaret and Aisling  
  • Provide any images we need for the exhibition  
  • Deliver all the objects for the exhibition |
| 2 weeks ahead | • Approve the design and proof the labels  
  • Plan the installation  
  • Help with the installation |