CAPTURED CREATURES EXHIBITION

Planning Document

*To make our exhibition a reality, we need to complete the following tasks:*

1. Plan the installation building off of Workshop #4/Exhibition Design on Nov. 1
	1. What are the themes?
	2. What will be the lead images?
	3. Wall arrangement
	4. Exhibition flow
2. Title of the exhibition
3. Wall texts for the exhibition
	1. What texts do we want throughout? Section text? Concept texts?
	2. Introductory text
	3. Acknowledgements and thanks
	4. Do we want any other ways of delivering information to our audiences?
	5. NOTE: We have a workshop day on didactics on Nov. 15
4. Catalog
	1. Determine the contents of the catalog
		1. Introduction
		2. Acknowledgements
		3. Essay topics
		4. Images to include
		5. Checklist
	2. Find out which images already exist and which will need to be taken (work with Kay)
5. Make final selection of works for the exhibition [this will continue to evolve for some time]
	1. Select final works of art
	2. Select other objects for the exhibitions (non-art)
		1. Write letters requesting loans from other departments
		2. Take some photos for planning purposes
6. Programming
	1. What sort of programming do we want?
	2. How will it support the exhibition themes?
	3. Who can we invite to speak?
	4. NOTE: We are meeting with Tilly for a workshop on programming on Nov. 29.

Team 1: Installation (Vadim, Lee, Kelly)

By Nov. 13, take the preferred installation ideas and continue to refine them into the exhibition. Work with Milton on shaping the space in conjunction with the objects selected. Bring ideas back to class about art works to include (and not include) from the working checklist. Collect and incorporate ideas for other objects we may want to include. Develop the themes visually. Be sure to read and explore ideas in Tom Klobe’s book on exhibition design.

Team 2: Didactic Materials (Alexia, Edith, Chris)

By Nov. 15, propose a plan, based on the exhibition installation concept, for wall texts, label copy (what do you want on your labels?), other possible handouts, other materials available in the exhibition (books, interactives, computer access), any web components, or websites? Continue to have oversight over the production of these components and the collection of assigned texts. How do you want them to look? Work with Catalog team on a coherent presentation (consistent typeface, possibly color choices).

Team 3: Catalog (Anna, Lydia)

By Nov. 15, outline the entire catalog contents. Collect image needs from classmates and determine which images we already have and which will need to be taken. Determine which catalog components will need to be written in addition to class essays (i.e., Introduction, checklist, acknowledgments). Think about what you want on the cover, typeface styles, size and format, order of essays, image placement. See Lesley for examples of past exhibition seminar catalogues and budget.

Team 4: Programming (Morgan, Carla)

By Nov. 29, propose a set of programs for the opening (April 5), for the first part of the exhibition (prior to finals) April 6-May 10, and for the second part of the exhibition (May 21-June 30). Work with Lesley on budgets and on possible speakers and other programs

1. How will the programs support the exhibition themes?
2. Who might we invite to speak?
3. NOTE: We are meeting with Tilly for a workshop on programming on Nov. 29.