

HIS5111: //WORKFLOW SPREADSHEET (as a rule, presentations are on Tuesdays, and deliverables will be due on Fridays) **SPRING 201!**

| DATE | EXHIBITION | MARKETING | EDUCATION | ALL |
|-------------------------------|---|--|---|---|
| T 1/13 | team meeting | team meeting | team meeting | assigned labels to write |
| F 1/16 | | | | |
| T 1/20 | | | intro and section label copy present | label copy due tentative workplans due |
| F 1/23 | | | intro and section label copy due | |
| T 1/27 | draft exhibit plan-present | | | edited label copy due |
| F 1/30 | draft exhibit plan due | | | |
| T 2/3 | | publicity plan-present | | |
| F 2/6 | | publicity plan due | | |
| T 2/10 | final exhibit plan and tentative budget-present | | | |
| F 2/13 | final exhibit plan and budget due | | | |
| T 2/17 | | | exhibit interactives and labels-present | amended workplans due |
| F 2/20 | | | exhibit interactives and labels-du | |
| T 2/24 | | exhibit poster and press release, marketing update-present | | |
| F 2/27 | | exhibit poster and PR due | | |
| T 3/3 | | | website interactives-present | PANELS TO MEDIA SERVICES |
| F 3/6 | | | website interactives-due | |
| T 3/10 | present on state of the exhibit, final budget | | | |
| F 3/13 | final budget due | | | |
| 3/16-20 – SPRING BREAK | RELAX! | TAKE A BREAK! | DON'T WORK! | SERIOUSLY! YOU'LL NEED IT! |
| T 3/24 | | exhibit trailer and updates-present | opening nights programming-present | |
| F 3/27 | | | programming plan due | |
| T 3/31 | install week schedule present | opening night details present | | SIGN UP FOR INSTALL WEEK |
| F 4/3 | | | | |
| M 4/6 | | | | INSTALL |
| T 4/7 | | | | INSTALL |
| W 4/8 | | | | INSTALL |
| T 4/9 | | | place questionnaires | LAB SCHOOL ALUM OPENING |
| F 4/10 | | | present at opening | HAPA OPENING |
| S 4/11 | | | present at opening | HAPA SYMPOSIUM |

