

Worksheet Y: Exhibition Checklist for Curators

Curators: Your job is to work on how the exhibition is organized.

Here are some questions to think about as you work:

1. How will the exhibition be organized? By value, by artist, by subject matter, or by something else?
2. Why did you choose this organization? How does it help you get your ideas across? Diagrams and outlines can help you plan.
3. Does the order of the artworks in the show make sense?
4. Do the different photos look good next to one another, or do they clash?
5. What changes could you make to improve the display?

Worksheet Y: Exhibition Checklist for Installers

Installers: Your job is to install the exhibition and make sure it looks professional.

Here are some questions to think about as you work:

1. How will the artworks and labels be displayed? Will they be put on easels or attached to the walls?
2. What materials will be needed?
3. How will you make sure that everything looks good when it's put up?
4. Do you know exactly where every artwork and text panel will go? Sketches, floorplans, and diagrams will help you plan.
5. What path will visitors take through the exhibition?
6. Are there any places that might present a problem in terms of traffic flow?

Worksheet Y: Exhibition Checklist for Writers

Writers: Your job is to put everyone's labels in the right format and write any additional text for the exhibit.

Here are some questions to think about as you work:

1. What fonts will you use for the exhibition text? How big will the different texts need to be?
2. Will there be artist statements and quotes for every photograph? Where will they go in relation to the pictures?
3. How will you make sure that all the text is consistent in how it looks?
4. What additional text will need to be written? An introduction? Directional signs telling people where to go? Titles or headlines for the exhibition sections? Other texts? Who will write them?
5. Does there need to be an exhibition brochure as well? If so, what would it say?

Worksheet Y: Exhibition Checklist for Publicists

Publicists: Your job is to promote the exhibition and plan the opening.

Here are some questions to think about as you work:

1. Who do you want to make sure knows about your exhibition? Other classes? Teachers? Parents? Organizations in the Jewish community? Local newspapers and TV stations?
2. How will you reach these various groups? Posters? Flyers? Letters? Email? Press releases? What materials or supplies will you need?
3. What will happen at the exhibition opening? Will there be refreshments? If so, what will they be? Will there be tours? Will there be speakers? If so, who will speak?
4. Who do you want to invite to the opening? Parents? Other classes? Members of the local press? How will you invite them?

Worksheet Y: Exhibition Checklist for Educators

Educators: Your job is to plan and conduct tours of the exhibition.

Here are some questions to think about as you work:

1. What do you want visitors to learn from your tour?
2. What will you do to make your tour interesting for visitors?
3. How will your tour be organized? Will you go through the whole exhibition, or will you just focus on a few works?
4. How long will your tour be?
5. Have you practiced your tour enough to feel comfortable leading it?