

A glance at a one-year preparation time line for TLM's "Los Four" Exhibition

One year before the Show

Location of art Work/Collections

Ten months

selections of Exhibition art work such as paintings, sculpture, and documentary historical photography.

Start creating supporting educational and historical documents and materials.

Registrar conditions (inspect) all work and determine if preservation and reconstruction is necessary.

Start work on catalog, including preparation of transparencies, slides, visuals, arranging for visiting scholarly essays, curator essay, etc.

Work on copyrights

Coordinate with Education Department to develop teacher in service program, didactic material for docents and volunteers and organization of special tours and seminars.

.Create educational video, complete filming documentary on Los Four, digitize and dupe Los Four documentary, create CD-ROM to accompany exhibition, work on interactive computer programs.

Eight months

Secure the art work and photography.

Start Condition reports, prepare loan forms, arrange for insurance, shipping and crating Start development of PR package, photos, public service announcements, and all media -information

Six Months

Finalize catalog, make final cut and finish galleys.

With PR Department, establish mailing list.

Finalize exhibition design and installation pattern.

Five Months

The structural/architectural renovations timing will determine TLM's Inaugural Grand Opening as well as the "full service museum" that will provide exhibitions, educational and cultural programming functions.

Create the teacher training/seminars program

Three Months

Work with Education Department and distribute teachers manual, teachers package including curricula, lesson plans, slides, videos, CD-ROM.

PR Department gets invitations and press release out.

Work with Registrar to organize the delivery of the art work.

Registrar does framing, matting, stretch bars, conservation, insurance, condition reports, loan forms, etc.

Begin exhibition design, educational text, exterior of building presentation, banners, posters, etc.

send out invitations, and select logo, etc.

Two Months

Registrar places texts, labels, hangs art work and sets up display cases.

Docent and staff training on exhibition.

Outreach program to teachers and students to receive pre-exhibition slides, videos and publications that will enhance the awareness of students and provide background knowledge in preparation for field trips.

Equipment Needed in Finishing Exhibition:

Monica's Dream:

Support System

Critically in need of 2-3 Computers. Director needs to use one in her office.

Assistant Curator needs to have a computer to input data for Curatorial Department.

Registrar Department need to have computer to start the collections and finish up the paper work needed for the transfer of art to the TLM.

Need one color printer and one color scanner.

Need a Polaroid camera to capture images of work to aid in the decision making at TLM.

Need high quality XEROX machine, good quality to reproduce art images. That will help in PR, exhibition pamphlets, in education -house and off-sight labels, etc.

We will be judged by the quality of the reproductions we present.

Due to the continual musuem adminstrative and on goin work on Los Four TLM will need to up grade the operations by adding two adittional computers and an up grade in the Zerox..

As we know creating a new department takes years and much financial support.

Creating a curatorial department was a serious step in providing the necessary public, scholar, and exhibition specialization to the museum. For the last month Monica has moved from a research assistant to an assistant curator, who duties are;