

Timeline for a proposed exhibition

Trial version - March 2018

All exhibitions are different. This is a general guide for the lender and the borrower - the timetable can be flexible (in some situations shorter) to suit the loan but includes key stages for all. It should be used in conjunction with 'Guidance for Borrowers' [G4B].

PREPARATION

| LEAD-IN TIME | LOCAL EXHIBITOR [LE] | MMAC ADMIN [AC] | MMAC LINK [MCL] | CUSTODIAN [CC] | OTHER |
|--------------|---|---|---|----------------|-------|
| - 24 Months | <ul style="list-style-type: none"> ➤ Initial enquiry: contact MMAC Admin. Consider potential partners. | <ul style="list-style-type: none"> ➤ General advice and direct to G4B ➤ Identify & contact link | <ul style="list-style-type: none"> ➤ Initial contact | | |
| - 22 Months | <ul style="list-style-type: none"> ➤ <u>Send completed Expression of Interest to AC and/or MCL.</u> | <ul style="list-style-type: none"> ➤ Advise on loan agreement, Premises & Facilities [P&F] form | <ul style="list-style-type: none"> ➤ Establish firm contact. | | |

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| - 20 Months | <ul style="list-style-type: none"> ➤ Send P&F report and <u>completed Loan Application form to MMAC admin.</u> ➤ Initiate website/social media development. | <ul style="list-style-type: none"> ➤ Add exhibition to online list [tbc]. ➤ Add exhibition files to MMAC Cttee website area. | | | |
| - 18 Months | <ul style="list-style-type: none"> ➤ Arrange Link visit with key people. | <ul style="list-style-type: none"> ➤ Update exhibition details on online list. | <ul style="list-style-type: none"> ➤ Visit. | | |
| - 15 Months | <ul style="list-style-type: none"> ➤ 10% deposit payable. ➤ Completed P&F form returned. ➤ <u>Prepare exhibition prospectus/detailed description.</u> | <ul style="list-style-type: none"> <u>Send invoice for deposit.</u> | <ul style="list-style-type: none"> ➤ Report & confirm with MMAC Cttee. ➤ Inform of art transport (C'Art) & D. Moore screens. ➤ <u>Advise with exhibition prospectus.</u> | | |
| - 14 Months | | <ul style="list-style-type: none"> ➤ Inform Methodist Insurance. | | | |
| Year 2 | | | | | |

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| - 12 Months | <ul style="list-style-type: none"> ➤ Start drafts of printed items. ➤ Obtain high-res images of works for printed material. | <ul style="list-style-type: none"> ➤ Exhibition definite (& links) on MMAC website. ➤ Supply high-res images of works for printed material. | ➤ Liaise on selection of works planned. | ➤ Confirm dates acceptable. | |
| - 10 months | <ul style="list-style-type: none"> ➤ Proofs of printed material to AC. ➤ Commence recruitment of volunteers. ➤ Preliminary arrangements for opening. ➤ Website established (& updating). ➤ Balance of loan fee payable. | <ul style="list-style-type: none"> ➤ Get MMAC Cttee approval for print/publicity. ➤ Confirm proofs to LE. ➤ Check receipt and confirmation of all documents. ➤ <u>Send invoice for balance payable.</u> | ➤ Go through G4B with LE to check everything is done/covered. | | |

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| <p>- 6 months</p> | <ul style="list-style-type: none"> ➤ Identify unpacking/hanging & dismounting/repacking team[s]. ➤ Confirm opening & invite MMAC Cttee. | | <ul style="list-style-type: none"> ➤ Confirm final selection of works. ➤ Ensure LE understands travel cases & has arranged storage. ➤ Remind LE to invite MMAC Cttee to opening, also send all literature samples to AC. | | |
| <p>- 3 months</p> | <ul style="list-style-type: none"> ➤ Start training stewards & exhibition team. | <ul style="list-style-type: none"> ➤ Check LE knows about postcards/guides from Norwich Books. | | <ul style="list-style-type: none"> ➤ Confirm whether works are coming from OBU, ReStore or other exhibition. ➤ Initial liaison with art transport. | |
| <p>- 1 month</p> | <ul style="list-style-type: none"> ➤ Local team views videos of unpacking/hanging. ➤ LE prepares stewarding rota. ➤ Purchase Visitors Book. | <ul style="list-style-type: none"> ➤ Review in-house checklist, complete any outstanding matters. ➤ Confirm pickup arrangements with ReStore and OBU. | <ul style="list-style-type: none"> ➤ Prepare delivery note. ➤ & Condition Reports. ➤ Final liaison with art transport. | <ul style="list-style-type: none"> ➤ Delivery will include labels, Condition Reports, security screws (& bit), 'pop-up' banners, (trolley). | |

EXHIBITION

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| ARRIVAL | <ul style="list-style-type: none"> ➤ Check & sign MMAC delivery note . | | | | |
| UNPACKING AND HANGING | <ul style="list-style-type: none"> ➤ Unpack using guidance sheets. ➤ Hanging using guidance videos and SECURITY SCREWS.. ➤ Check against Condition Reports. ➤ Store travel cases. | | | | |
| OPENING | <ul style="list-style-type: none"> ➤ Open Visitors Book. | | | | <ul style="list-style-type: none"> ➤ MMAC Cttee rep(s) attends. |
| DURING EXHIBITION | <ul style="list-style-type: none"> ➤ Visitor count ➤ Daily visual checks/weekly or fortnightly checks against Condition Reports. ➤ Liaise with art transport & CC re. return | <ul style="list-style-type: none"> ➤ Maintain contact. ➤ Confirm return arrangements with LE/OBU/ReStore. ➤ Deal IMMEDIATELY with any emergencies which arise. | | | <ul style="list-style-type: none"> ➤ MMAC Cttee visit if possible |

AFTER EXHIBITION

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| Dismount/unpack /return | <ul style="list-style-type: none"> ➤ Check return of works & other items with Delivery Note. ➤ Dismount & packing in accord with printed sheets & videos. | | | <ul style="list-style-type: none"> ➤ Receive works back to OBU/ReStore/following exhibition. | <ul style="list-style-type: none"> ➤ Member MMAC MC (or CC) to supervise/advise dismount & packing. |
| + 1 week | | <ul style="list-style-type: none"> ➤ Check all works & ancillaries (including banners, screws etc) returned. | | | |
| | <ul style="list-style-type: none"> ➤ Exhibition reports & visitor's book records) to AC. | | | <ul style="list-style-type: none"> ➤ Check issues raised in Condition Reports. ➤ Confirm locations of all works with AC. | <ul style="list-style-type: none"> ➤ MMAC Cttee authorise any necessary conservation/ framing. |
| + 1 month | <ul style="list-style-type: none"> ➤ Holiday! | <ul style="list-style-type: none"> ➤ Request exhibition reports from LE if not done. Exhibition reports relayed to MMAC Cttee. | | <ul style="list-style-type: none"> ➤ Any necessary conservation/ framing in hand. | |