<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two years minimum before opening</td>
<td>Check with Crónán Ó Doibhlin about availability of exhibition space. Exhibition space is booked two years in advance. Occasionally a vacancy may arise in the exhibition schedule but there is no guarantee that this will occur.</td>
</tr>
<tr>
<td>One year before opening</td>
<td>Confirm with Crónán Ó Doibhlin that exhibition will proceed. If doing events schedule to tie-in with exhibition start arranging what events and who is available.</td>
</tr>
<tr>
<td>6 months before opening</td>
<td>Beginning planning process with Crónán Ó Doibhlin and library team. Start writing text for storyboards panels. Consider 20 panels in the space each with 200 words on a particular part of the exhibition theme. Identify if items within UCC Library's Special Collections or Archives Service will be required and possibilities for displaying them. Items may need to go to the conservator. Identify which images will be used. Do you have copyright on the images? If images belong to another institution make the reprographics enquiries now. Set of deadlines confirmed for the exhibition creation process.</td>
</tr>
<tr>
<td>4 - 5 months before opening</td>
<td>Library team will confirm text for storyboards continues apace. Library team will confirm suitability of Special Collections or Archives Service material. Enquiry for images from other institutions is in progress.</td>
</tr>
<tr>
<td>3 months before opening</td>
<td>All text for storyboards should be completed. Library staff will liaise on these draft. Storyboard text to be finalised. All images from other institutions should be received and paid for. Images inserted into storyboard text. Image files named to match storyboards. Source appropriate logos depending on received funding.</td>
</tr>
</tbody>
</table>
Consider who will open exhibition and book person. Opening date of exhibition may depend on the availability of this person.

| 2 months before opening | Library team forward content (finalised text and images) to design team. Exhibitor and library team meet with design team for input into storyboards.  
Set of deadlines for liaising with design team confirmed.  
Confirm title of exhibition.  
Design team forward storyboard proofs to exhibitor and design team. Storyboard proofs checked and finalised.  
Confirm costs of exhibition.  
Confirm date of exhibition launch. |
| 2 – 4 weeks before opening | Once storyboard proofs are finalised they are sent for printing. At this point **no more** changes can be made.  
Storyboard printing takes a week.  
Delivery dates of completed storyboards confirmed.  
Exhibitor arranges hospitality for exhibition launch. Exhibitor confirms travel arrangements if necessary for person opening exhibition.  
Exhibitor and library team prepare marketing segment of exhibition (see **Digital Estate**).  
Library team arrange for previous exhibition to be dismounted and for space to be painted in preparation for new exhibition. |
| Week of opening | Exhibition story boards mounted.  
Library staff prepare material for exhibition cases. Material placed in exhibition cases.  
Library team book photographer if required.  
Library team prepare guestbook if used with exhibition.  
Library team and exhibitor market exhibition (see **Digital Estate**). |
| Day of opening | Library team and exhibitor market exhibition (see **Digital Estate**).  
Library staff arrange table for hospitality, podium and mic for launch. Exhibitor arranges for hospitality to be cleared post-launch.  
Library team removes podium and mic post-launch. |
| Post-exhibition launch | Library team and exhibitor continue to market exhibition (see **Digital Estate**). |
| Close of exhibition | Library team confirm who will dismount exhibition and where storyboards will go.  
Exhibition space prepared for next exhibition. |