EXHIBIT PLAN TEMPLATE

1.	EXNIDIT TITLE —
2.	Project Manager –
3.	Project Team Members –
4.	Location –
5.	Overview – brief descriptive text about the exhibit
6.	Thesis Statement – the "so what" behind the exhibit; this should include the educational goals of the exhibit
7.	Strategic Goal(s) – how does the exhibit meet your organization's strategic goals?
8.	Stakeholders – individuals or groups outside the project team who have a vested interest in or will be contributing to the success of the exhibit
9.	Funding Information – identification of where the funding will come from and, if there isn't a known source, then a suggestion of possible funders.
10.	Audience – what is your target audience(s) for this exhibit?
11.	Boundaries – other projects that will impact this exhibit and vice versa.
12.	Milestones – steps along the way which will indicate the exhibit's progress and success.
13.	Deadline & Responsibilities – specific dates by which work is to be presented, phased, completed, etc.

Task	Responsibility	Due Date

Deadlines must be met when set to ensure success; therefore, dates should be carefully set and be sure to take into consideration boundaries and other influencing factors. Team members responsible

for key deadlines and tasks need to be identified here.

14. Budget – an itemization of the costs associated with this exhibit, including dedicated staff hours.

Guest Curator(s)				
Stipend or honorarium				
Mileage & expenses				
Fabrication				
Outside personnel				
Materials and supplies				
Loans				
Shipping/mileage				
Loan fees				
Image use fees				
Graphic Design				
Exhibit preparator				
Printing				
Outside				
In-house				
Staff time/Overhead				
D				
Programs				
Exhibit catalog/publication				
Total:				
FUNDRAISING GOAL				

15. Documentation – attach to the plan any previous planning documentation that adds to success of the exhibit, i.e. exhibit schematic, bibliography, etc.