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Sample Exhibition Timeline

2 Weeks Before:

- Make sure the space is available for exhibition time
- Acquire any furniture and supplies needed (tables, tablecloths, etc.)
- Hang [posters](#) to promote exhibition

The Week Before:

- Finish student work final drafts
- Plan for [curation](#) (how you want to display student work)
- Have students write artist statements (if applicable)
- Guide students through [reflection documents](#)
- Designate [student roles](#) during exhibition

3 Days Before:

- Have students practice their presentation with peers
- Make signs
- Make [audience handouts](#) with questions they can ask the presenters
- Make a [plan](#) for set up and take down (with students volunteering for roles)

The Day Before:

- Have students set up the space and curate their work (checklists with roles are helpful)
- Do a rehearsal exhibition and invite another class to attend as guests. Ask guests to provide kind, helpful and specific feedback about the presentation (clarity, confidence, volume). Reflect as a class on tweaks before the real exhibition.

Day of Exhibition:

- Final touches on exhibition displays
- Students are asked to dress professionally (or appropriate to exhibition theme)
- Final huddle (pep talk, reminders, etc.)
- Take down the exhibition space