

Calisphere Exhibitions Project Timeline

✓	Proposal Phase: Tasks	Target Deadline	Project Owner	Curator(s)	CDL Rep.	Advisory Board	Review Committee	Institution sponsor
	Reviews exhibits documentation		•	•				
	Exhibition process orientation call		o	o	•			
	Submits proposal form		•	o				
	Reviews proposal form for completion & feasibility in consultation with evaluation criteria; determine if further clarification is required prior to board review				•			
	Proposal is fully vetted and reviewed for acceptance; may require revisions based on board recommendations					•		
✓	Curatorial Phase: Tasks	Target Deadline	Project Owner	Curator(s)	CDL Rep.	Advisory Board	Review Committee	Institution sponsor
	Project timeline is created		o	o		•		
	Curator and CDL representative meet to review the Curator's Template and Timeline		o	o	•			
	Project owner , curators , and advisory board (as appropriate) send direct inquiries to request participation in the Exhibition Review Committee		•	o		o		
	Exhibition Advisory Board convenes an Exhibition Review Committee for this exhibit					•	o	
	Curator submits first draft of exhibit content template		o	•				
	CDL representative creates a test exhibit on Calisphere				•			
	Exhibition Advisory Board takes an initial first pass on the exhibition and provides light feedback on exhibition structure					•		
	CDL representative communicates initial comments to curator; request revisions if necessary				•			
	CDL representative sends initial email to formally				•			

	convene the Exhibition Review Committee						
	Exhibition Review Committee schedule initial meeting (coordinate based on deadline for the next exhibition preview update, two rows down)					•	
	Curator revisions based on feedback		o	•			
	CDL representative updates test exhibit on Calisphere; send feedback template and exhibition test to the Exhibition Review Committee				•		
	Exhibition Review Committee meets for an overview of the exhibition editorial process and initial discussion of the exhibition					•	
	Exhibition Review Committee reviews exhibit content and provides feedback to Curator					•	
	Curator revisions based on feedback		o	•			
	CDL representative updates test exhibit on Calisphere				•		
	if needed Exhibition Review Committee reviews test exhibit and provides additional feedback to Curator					•	
	if needed Curator revisions based on feedback		o	•			
	if needed CDL representative updates test exhibit content on Calisphere				•		
	CDL representative sends courtesy message(s) to contributor(s) if the exhibition includes materials from institutions external to the institutional sponsor.				•		
	Exhibition Review Committee reviews and okays final exhibition					•	
	Curator reviews and okays final exhibition		o	•			
	CDL representative works with CDL tech team to schedule push to production				•		
	Internal deadline for launch of exhibition				•		

External deadline for launch of exhibition					•			
Responsible for long-term stewardship of the exhibition								•

Key:

- : Person mainly responsible for task
- o : Person can be consulted on this task

Roles & Responsibilities:

Project Owner	Submits the exhibition proposal; Serves as main point of contact with the CDL Representative and the Exhibitions Review Committee	
Project Curator(s)	Responsible for exhibition content curation	
CDL Representative	Primary point of contact at CDL, who will provide “macro” project management	
Exhibitions Advisory Board	Oversees the Calisphere exhibitions process	
Exhibitions Review Committee	Reviews curated exhibition content	
Institutional sponsor / affiliation	Responsible for long-term stewardship of the exhibition	