

Exhibition Planner

Answer the questions below as completely as possible. It is okay if you need to add something or if something changes along the way, but we would like you to think through as many of the steps as you can now in order to help you plan better.

Exhibition Planner	Comments
What is the problem you want to address for your Exhibition?	
What is the action you plan to take?	
List ALL of the steps you will need to do to complete this- INCLUDING DATES:	
What expert(s) can you gather information or help from?	

How will you record what you did?	
Do you have any questions or need help?	