

Pop-Up Installation Prep Checklist

Roble Arts Gym — Exhibition Installation Prep

General / All Artwork

- ☐ Title, artist name, medium, and dimensions confirmed and labeled for each piece
- ☐ Condition check completed (note any existing damage before installation)
- ☐ Artist contact info on file in case of last-minute questions
- ☐ Photo documentation of each piece taken before install (for records)
- ☐ Wall/floor plan finalized with placement assignments per piece
- ☐ Weight of each piece noted (for sculptures)

Paintings on Stretched Canvas

- ☐ D-hooks (or wire) attached securely, positioned at correct height ratio for level hanging
- ☐ Hardware tested — hooks tightened, no wobble
- ☐ Canvas edges checked for fraying or exposed staples

Prints, Photographs, and Paper Drawings

- ☐ Mounted on construction paper, mat board, or foam board for rigidity
- ☐ Mounting corners/tape acid-free (to avoid damage to the work)
- ☐ If framed (not advised): glass/plexi clean, hanging wire or hooks secure

Sculptures / 3D Work

- ☐ Dimensions (H x W x D) included in prep documentation
- ☐ Weight noted, plus base/pedestal requirements
- ☐ Note whether piece needs a plinth, case, or floor protection
- ☐ Fragile components flagged (loose parts, adhesives that may need re-securing)
- ☐ Footprint clearance confirmed against walkway/traffic flow

Hanging & Display Hardware

- ☐ Wall anchors/screws appropriate for wall type (grid walls use D-hooks/wire and S-hooks to install on wall)
- ☐ Level and tape measure on hand
- ☐ Wire, hooks, and picture-hanging kits stocked in sufficient quantity
- ☐ Pedestals/plinths cleaned and positioned per floor plan

Labels & Signage

- ☐ Wall labels printed (title, artist, medium, dimensions, year)

- ☐ Didactic/intro panel or exhibition statement printed and mounted
- ☐ Directional or wayfinding signage if needed for the space

Space & Logistics

- ☐ Space confirmed and reserved
- ☐ Extension cords/power strips if lighting or AV needed
- ☐ Trash/recycling plan for packing materials post-install

Day-of Install

- ☐ Tools kit assembled (level, screwdriver, painter's tape, pencil)
- ☐ Extra hardware on hand (spare hooks, wire)
- ☐ Roles assigned for install day
- ☐ Timeline/schedule shared with all installers