

Steps to putting an exhibit together at Blake Library

Prior to the event (anywhere from one to three months before the event date):

1. Confirm a time for hanging and taking down the exhibit with Sofia Birden (834-7527, sbirden@maine.edu). In general, this happens several months prior to the expected date of the exhibit.
2. Have a title for the exhibit and a couple of sentences that briefly describe your work at the time of confirming the hanging and taking down of the exhibit.
3. If you plan to have a reception, the following steps need to be taken:
 - a. Schedule with Sofia the date and time of the reception. Dates and times available are:
 - i. Fridays after 4:30 (though sometimes this can be scheduled a little earlier)
 - ii. Saturdays after 5pm
 - iii. Sundays beginning no earlier than 12pm and ending no later than 3pm.
 - b. Schedule this time early enough so the UMFK Public Relations office can advertise the reception along with the exhibit itself.
 - c. If you plan to have food, talk to the Aramark staff to cater the event. Contact Jason Carter at 834-7545 or 834-8704.
 - d. If you plan to have alcohol, you must also talk to Jason Carter at Aramark.
 - e. The Aramark catering web site is: <http://www.campusdish.com/en-US/CSNE/UnivMaineFortKent/Catering/> . **For economical food, see the Student Catering guide. For catered service that includes wait staff, see the Classic Fare guide.**
4. Prepare a written description of you and your work that Sofia can use on the library web site and forward to the PR office. The PR office will edit and use it to send to the various media outlets. Do this preferably a month before the event takes place. The PR office needs plenty of time to prepare.
5. Send photos (one or more) to Sofia, which she will use on her web site to advertise the event. Sofia will also forward this image to PR who may also use it to advertise the event through the various media outlets and/or through campus media. This needs to be done at the same time as the written description (images are optional but do help promote the exhibit).
6. If you want insurance, please let Sofia know. The University provides free insurance, though there is a \$1,000 deductible. You will need to provide Sofia with an itemized list of the work on display along with the value of each piece and your name and contact information.

Setting up the event:

1. If you need help putting up the exhibit, verify with Sofia that a work-study student will be available to help.
2. There are a number of ways the exhibit may be hung or displayed.
 - a. The following is provided for hanging:
 - i. Small nails
 - ii. Fishing line and hooks
 - iii. Velcro which sticks to the carpeted areas (good for labels)
 - iv. Scissors, tape, rulers, etc.
 - b. The following is provided for display:
 - i. Individual multilevel display stands
 - ii. Two exhibit cases with lights
 - iii. Tables as needed
 - c. Some multimedia may be provided on request and if available:
 - i. TV stand with DVD/VCR player
 - ii. Ibook laptop
 - iii. Tape/CD player

If you have any questions, please don't hesitate to contact Sofia at 834-7527 or sbirden@maine.edu

Work Sheet:

Actions	Dates and Times
Public display of exhibit	
Hanging exhibit	
Taking down exhibit	
Title and 1-2 sentence description of exhibit to Sofia (brief)	
Reception	
Written description to Sofia (full)	
Image(s) to Sofia	
Other	