

Schedule for the Senior Exhibit Project 18/19 - Sterling Memorial Library Exhibits Corridor

Month	Task			
Week of September 24 th	<ul style="list-style-type: none"> Email call for submissions sent to senior class EC 			
October 22 nd	<ul style="list-style-type: none"> Application deadline 			
October 22 nd – 26 th	<ul style="list-style-type: none"> SML exhibits committee review proposals – email top three candidates to Kerri by Monday, end of day 29th 			
Week of November 5 th	<ul style="list-style-type: none"> Schedule interviews for three top candidates 			
November 12 th	<ul style="list-style-type: none"> Final selection is made and the student, faculty advisor and librarian liaison are contacted. EC Applicants not selected are contacted to let them know that they were not selected. EC 			
Week of November 12 th or if needed after November recess	<ul style="list-style-type: none"> Schedule meeting with student, faculty advisor, librarian liaison and exhibit production coordinator 			
November 19 th – January 21 st	<ul style="list-style-type: none"> Research and Object selection 			
Week of January 21 st	<ul style="list-style-type: none"> Preliminary object layout review SC, FA, LL, EPC 			
Schedule if/as needed	<ul style="list-style-type: none"> Final object layout review (last week of January) SC, FA, LL, EPC <ul style="list-style-type: none"> Loan requests made if needed Facsimile image needs identified - including 4-6 possible images for use in intro panel and poster design 			
February 25 th	<ul style="list-style-type: none"> Preliminary text due to advisor & liaison SC Exhibition Production EPC10 			
March 4 th	<ul style="list-style-type: none"> Feedback due to student 			
April 1 st	<ul style="list-style-type: none"> Final text due to designer SC Exhibition Production EPC 			
Week of May 6 th	<ul style="list-style-type: none"> Install exhibit EPC 			
TBD week of May 13 th	<ul style="list-style-type: none"> Opening reception, curator exhibit tour and lecture 			
EC – Exhibits Committee	SC – Student Curator	FA – Faculty Advisor	LL – Librarian Exhibits Liaison	EPC – Exhibits Production Coordinator

October recess – October 16th – October 22nd

November recess – November 16th – 26th

Winter break – December 19th – January 10th

Spring classes begin – January 14th

Spring break – March 8th – 25th

Spring exams – May 2nd – 8th

Commencement – May 20th