

## Schedule for 2021/22 YUL Senior Exhibit Project

<b>Junior Year (Year 1 Tasks) Spring 2021</b>	
February 8 <sup>th</sup>	<ul style="list-style-type: none"> <li>● Announcements go out               <ul style="list-style-type: none"> <li>○ IG posts week of Feb 8<sup>th</sup>, February 23<sup>rd</sup>, March 2<sup>nd</sup></li> <li>○ Kelly email to Deans &amp; DUS's</li> <li>○ Emily email to Junior class re: Senior exhibit project &amp; Sophomores/Juniors for Student Research Online exhibit</li> <li>○ Yulibl all staff email</li> </ul> </li> </ul>
Thursday, February 11 <sup>th</sup> Tuesday, March 2 <sup>nd</sup> Friday, March 12 <sup>th</sup>	<ul style="list-style-type: none"> <li>● Info sessions via Zoom <b>TIMES TBD</b></li> </ul>
April 5 <sup>th</sup>	<ul style="list-style-type: none"> <li>● Application deadline &amp; SML exhibits committee review proposals</li> </ul>
April 9 <sup>th</sup>	<ul style="list-style-type: none"> <li>● Top three finalists selected</li> </ul>
April 12 <sup>th</sup>	<ul style="list-style-type: none"> <li>● Schedule Zoom interviews for three top candidates</li> </ul>
Week of April 19 <sup>th</sup>	<ul style="list-style-type: none"> <li>● Conduct Zoom interviews with top three candidates</li> </ul>
Week of April 26 <sup>th</sup>	<ul style="list-style-type: none"> <li>● Final selection is made and the student, faculty advisor and librarian liaison are contacted</li> </ul>
Week of May 10 <sup>th</sup> -12 <sup>th</sup>	<ul style="list-style-type: none"> <li>● Kickoff meeting with student, faculty advisor, librarian liaison and Exhibits Unit</li> </ul>
<b>Senior Year (Year 2 Tasks) Fall 2021/Spring 2022 TBD</b>	<b>Schedule to be set once 2021/22 academic calendar is available</b>
September 2021	<ul style="list-style-type: none"> <li>● Exhibit production check in and semester kick off meeting</li> </ul>
September - November 2021	<ul style="list-style-type: none"> <li>● Research and Object selection</li> </ul>
First week of November	<ul style="list-style-type: none"> <li>● SharePoint object list due to Exhibits Technician</li> </ul>
First week of November	<ul style="list-style-type: none"> <li>● Object layout review               <ul style="list-style-type: none"> <li>○ Loan requests made if needed</li> <li>○ Facsimile image needs identified - including 4-6 possible images for use in intro panel and poster design</li> </ul> </li> </ul>
Second week of November	<ul style="list-style-type: none"> <li>● Meeting with designer</li> </ul>
Last week of November/after November recess	<ul style="list-style-type: none"> <li>● Student curator place photo orders</li> </ul>
Fourth week of January	<ul style="list-style-type: none"> <li>● Preliminary text due to Advisor &amp; Liaison</li> </ul>
Fourth week of January	<ul style="list-style-type: none"> <li>● Feedback due to Student</li> </ul>

First week of February	<ul style="list-style-type: none"> <li>Final text to Copy Editor</li> </ul>
First week of February	<ul style="list-style-type: none"> <li>Edits to Student and Advisors</li> </ul>
Second week of February	<ul style="list-style-type: none"> <li>Final revised text to Copy Editor</li> </ul>
Second week of February	<ul style="list-style-type: none"> <li>Final text due to Designer for formatting</li> </ul>
First week of March	<ul style="list-style-type: none"> <li>Formatted design drafts to Student and Copy Editor for review</li> </ul>
First week of April	<ul style="list-style-type: none"> <li>Feedback to designer</li> </ul>
First week of April	<ul style="list-style-type: none"> <li>Student curator uploads final image files labeled with case and item # to Box project folder</li> </ul>
First week of April	<ul style="list-style-type: none"> <li>Exhibit Unit places printing order with YPPS</li> </ul>
First week of April	<ul style="list-style-type: none"> <li>Print order from YPPS complete</li> </ul>
First week of April	<ul style="list-style-type: none"> <li>Final formatted files to Student, Copy Editor and Exhibits Unit for final review</li> </ul>
First week of April	<ul style="list-style-type: none"> <li>Final OK from Student, Copy Editor, and Exhibits Unit</li> </ul>
Second week of April	<ul style="list-style-type: none"> <li>Final formatted text to exhibits unit for mounting</li> </ul>
Second week of April	<ul style="list-style-type: none"> <li>Exhibit Unit mounts labels</li> </ul>
Last week of April	<ul style="list-style-type: none"> <li>Delivery of intro banner to Exhibits Unit</li> </ul>
Last week of April	<ul style="list-style-type: none"> <li>Install exhibit</li> </ul>
May TBD (during Reading Period)	<ul style="list-style-type: none"> <li><b>Opening reception, curator exhibit tour and lecture</b></li> </ul>
<b>Important Dates</b>	<b>Dates to come</b>
<b>October 2021</b>	October Recess
<b>November 2021</b>	November Recess
<b>December 201 – January 2022</b>	Winter Break
<b>January 2022</b>	Spring Classes begin
<b>March 2022</b>	Spring Break
<b>May 2022</b>	Spring Exams
<b>May 2022</b>	Commencement