**Installation Team Meeting**

**[DATE]**

**Agenda**

*Title of Exhibition* (Ex Number)

Curator:

Project Manager:

Lead Tech:

Gallery Location:

Opening Date:

Installation Dates:

Closing Date:

1. Checklist *[Final checklist provided by Registrar from database to ensure that the data has been entered correctly]*
2. Layout *[Provided by Tech]*
3. Status of Loans *[Registrar update]*
4. Photography *[Review of any final needs for photography for Communications department]*
5. Labels
	1. Date to Design
	2. Date to Tech
6. Graphics, title treatment, paint colors, vinyl
7. Installation Schedule
8. Matting and Framing
9. Security/Facility needs
10. Education *[Programming, interpretation needs]*
11. Budget

Invitees:

 Director

 Curator

 Exhibition Manager/Exhibition Project Manager

 Lead Tech

 Communications

 Designer

 Education