

FUTURE OF FIXING - PLANNER

This planner is a curatorial tool developed especially for Future of Fixing.								
Wiki Steps	STAGES	WORKSTREAMS	ITEMS	info on wiki	Order			
STEP 1: FIND A SPACE	PLANNING STAGE	Exhibition planning	Organise a meet up with people you'd like to involve (get people interested, brainstorm, try to understand what's in it for them, your audience and yourself)	Y	█			
			Think about your resources - what's your budget? what can you do in house? who do you know that might help?	Y	█			
			Determine opening date and length of the exhibition [<i>where would the exhibition be and for how long?</i>]	Y	█			
			Decide on a formula according to your goals, resources, space and budget	Y	█			
STEP 2: DECIDE ON A FORMULA			Appoint and brief your team during the first concept meeting (agree on concept, elements, timeline and roles (they include: curator / project manager / graphic designer / exhibition designer / builder / programme leader / Marketing and PR / Invigilation))	Y	█			
STEP 3: RESEARCH AND SOURCE CONTENT	SOURCING AND COMMISSIONING STAGE	Content Development	Research projects to showcase in the gallery (<i>minimum: one per cluster.</i>)	Y	█			
			Contact designers to arrange loan, or agree to reproduce the object					
			Research and select open source exhibits you could do yourself					
			Consult recommended booklist, adapt and order some copies (<i>you might partner up with a local bookstore or library</i>)	Y	█			
			If you've chosen extra elements - research and secure content - (<i>cinema / materials library / shop / comics...</i>)	Y	█			
STEP 4: CURATE, DESIGN AND INSTALL YOUR SPACE	DESIGN STAGE	Exhibition Design	Think about your space and audience, and list what you need to take into account (<i>lighting? sockets? AV available? Safety at night? Do you have children visiting?</i>)			█		
			Research open source design displays or create your own	Y				
			Plan the makerspace - list available tools and materials and think you might need ahead of the programming stage (tools and machines)					
			Start sketching the exhibition layout according to what you've planned					
	Content Development	Refine and finalise exhibits list	Arrange insurance for selected objects when applicable				█	
			Identify the types of curatorial texts needed	Y				
			Identify the number of texts needed per type, and which are already available	Y				
			Write missing texts and get them proofread					█
			Send texts to graphic designer					█
	Graphic Design	Identify the types of graphics needed	Identify the types of graphics needed	Y				
			Download the templates or make your own	Y				
			Finalise all graphic design and proofread one last time					█
	Exhibition Design	Refine and Finalise exhibition layout once all elements, exhibits and graphics are defined					█	
							█	
							█	
PRODUCTION STAGE	Content Production	Commission or Produce the exhibits that are open source						
		Arrange transport for exhibits on loan						
		Arrange temporary storage for exhibits ahead of install					█	
	Graphic Design Production	Print graphics					█	
Exhibition Design Production	Produce exhibition display					█		
DELIVERY STAGE	Installation	Condition check all the objects that have arrived (<i>taking pictures and a few notes is the easiest</i>)						
		Assemble display elements - starting with all surfaces						
		Install the AV						
		Install the Objects (<i>think about protecting any fragile, easy to grab exhibits</i>)						
		Install the graphics (<i>Make sure the labels are not too high so everyone can read</i>)						
		Arrange the lighting to highlight the main exhibits						
Organise invigilation if needed						█		
STEP 5: CREATE YOUR PROGRAMME	PROGRAMMING STAGE	Programme	Research possible activities that would interest and engage your audience	Y				
			Invite inspiring speakers, local makers and organisations to run workshops and bring the space alive					
			Order missing tools and materials for the workshops					
			Prepare the makerspace and ask volunteers to help if needed					█
STEP 6: INVITE PEOPLE TO COME AND LET US KNOW!	ROLL OUT STAGE	Marketing	Market your programme online and invite people to visit (newsletter / twitter / facebook / flyers / posters etc)					
			Organise a launch event (drinks, food, music, special guests, anything to make it extra special)					
			Register yourself on the fixers.wikispace map to let us know it's happening	Y				
			Publish some pictures on the wiki					
			Ask your audience what they think during the programme, capture some comments you could use during the reviewing stage					
			Think about a possible place that might be interested in the display elements you built					
THE EXTRA STEP	WRAP UP	Take Down	Condition check all objects					
			Take exhibition down					
			Return all objects to senders					
			Review and evaluate the experience - let us know what's worked for you, what you'd do differently and whom you've exhibited and invited.					
			Publish your modifications on the wiki					
Share alike!								