



## ***Mobile Art Gallery Checklist***

- Librarian, principal, teachers, facility manager aware of set-up and strike dates**
- Space cleared of table, chairs, etc.**
- Students chosen to help with load-in and strike**
- Docents selected and have parental permission**
- Schedule created for class tours of MAG by each docent**
- Community Night planned**
- Invitations to Community Night sent home and to school constituents**
- Other neighborhood groups notified of MAG visit (partner school, feeder schools, community centers, senior centers)**
- School newspaper, weekly bulletin, other school media announces MAG's arrival**