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