

Mobile Art Gallery Timeline of Events

<u>Time</u>	<u>Cherry Creek Arts Festival</u>	<u>Venue</u>
Three Weeks Out	<ul style="list-style-type: none"> • Print invitations to Community Night 	<ul style="list-style-type: none"> • Determine potential set-up locations
	<ul style="list-style-type: none"> • Visit venue, if necessary, to determine layout and load-in 	<ul style="list-style-type: none"> • Communicate with necessary parties about upcoming exhibit
	<ul style="list-style-type: none"> • Determine date of Docent Training 	<ul style="list-style-type: none"> • Select docents, set-up and strike helpers
Two Weeks Out		<ul style="list-style-type: none"> • Send invitations home with students and to constituents, School Board, City Council, etc. re: Community Night
		<ul style="list-style-type: none"> • Schedule docent tours
One Day Prior	<ul style="list-style-type: none"> • Confirm with moving company & school contacts 	<ul style="list-style-type: none"> • Move any tables/chairs to accommodate exhibit
		<ul style="list-style-type: none"> • Remind all parties about exhibit
Set-up Day	<ul style="list-style-type: none"> • CCAF and moving company arrive at designated time and load-in location 	<ul style="list-style-type: none"> • 4 - 6 student helpers available
	<ul style="list-style-type: none"> • Approximately 2 hours to install 	
Docent Training	<ul style="list-style-type: none"> • 1 hour training 	<ul style="list-style-type: none"> • Confirm participants
		<ul style="list-style-type: none"> • Confirm docent tours
Community Night		<ul style="list-style-type: none"> • Docents available for tour
Strike Day	<ul style="list-style-type: none"> • Approximately 2 hours to take down 	