



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**