National Services Te Paerangi Exhibition Development Flow Chart

1 Groundwork

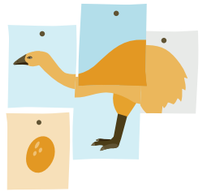
- [ ] Review mission and vision, develop strategy
- [ ] Partner with iwi, wider community, audiences, and stakeholders
- [ ] Develop business plan – including clear identification of audience and goals, and a proposed budget
- [ ] Agree on main project objectives and ideas
- [ ] Form project team – delegate tasks and establish reporting lines

2 Complete background tasks and research, and prepare collections

- [ ] List key objects and stories
- [ ] Catalogue, measure, and photograph objects
- [ ] Identify main themes and stories
- [ ] Consult subject specialists and iwi
- [ ] Identify any resource consents or other required approvals
- [ ] Scope possible loans and acquisitions
- [ ] Assess collection needs, supports, handling, and conservation assessment

3 Scope the project

- [ ] Fully develop core ideas and storylines
- [ ] Draft budget estimates and fundraising and marketing strategy
- [ ] Consult experts and stakeholders as required
- [ ] Decide look and feel with creative input from designers
- [ ] Evaluate project to date against objectives
- [ ] Decide preferred presentation methods



4 Develop full project brief

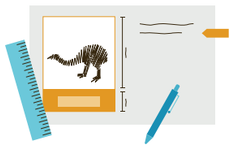
- [ ] Revise financial planning
- [ ] Establish timelines, milestones, and resources
- [ ] Determine stakeholder representation and expectations
- [ ] Fully develop main themes, list storylines
- [ ] List all objects and assess their condition
- [ ] Seek iwi and subject expert advice on all aspects
- [ ] Develop full project concept and scope, list all tasks

5 Evaluate and review

- [ ] Review concepts, plans, and resources
- [ ] Review project feasibility
- [ ] Request and evaluate iwi, audience, and stakeholder feedback
- [ ] Continue fundraising, advocacy, and marketing
- [ ] Adjust time frames

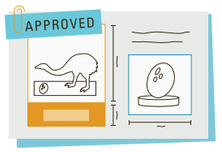
6 Design phase

- [ ] Request expressions of interest (EOI) from designers
- [ ] Assess EOIs or tenders and sign contracts with selected graphic designers, mount makers, fabricators, and installers
- [ ] Request preliminary designs for production
- [ ] Outline production and fabrication requirements



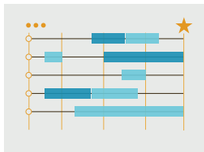
7 Preliminary design

- [ ] Select objects for acquisition, conservation, and mounting
- [ ] Request graphic design elements
- [ ] Request AV materials
- [ ] Review designs
- [ ] Review all main stories and writing, proofread
- [ ] Content development continues



8 Finalise design

- [ ] Finalise text, graphics, and interpretation panels, sign off content
- [ ] Finalise detailed design (extensive production drawings)
- [ ] Review and evaluate
- [ ] Finalise cost calculations



9 Production planning

- [ ] Set timelines
- [ ] Request detailed production plans for fabrication and installation
- [ ] Offer tenders and contracts for production, fabrication, and installation
- [ ] Assess tenders and contracts, sign contracts

10 Produce, install, implement

- [ ] Fabricate display units, mounts, AV materials, and graphics
- [ ] Install all elements
- [ ] Evaluate and test
- [ ] Complete final changes

11 Open exhibition

- [ ] Sign off project, hand over to staff
- [ ] Organise maintenance and post-opening remedial work
- [ ] Continue marketing and publicity
- [ ] Finalise payments
- [ ] Attend to running-in corrections and adjustments

12 Ongoing programmes

- [ ] Evaluate and revise marketing and publicity
- [ ] Public programmes
- [ ] Education programmes
- [ ] Stakeholder feedback, surveys, and evaluation
- [ ] Maintenance

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