



Exhibit Production Process

Preproduction

- Review final planning and design documents
- Acquisition of graphics and artifacts
- Order AV equipment
- Write contract documents exhibits, new artwork and reproductions, facility modifications, and other specialty items
- Organize attachments for each contract
- Prepare detailed Government Estimate for each contract
- Negotiate terms and price of contract(s)

Production

- Postaward meetings with contractors, including inventory and turn-over of all Government-Furnished materials
- Review preliminary and final shop drawings, graphic layouts, color samples and other Contractor submittals
- Make editorial and design changes if requested by the Park during review
- Review proposals by Contractor(s) for changes in materials, fabrication techniques, and other design changes
- Inspect unmounted photos and digital output graphics
- Final inspection of exhibits at Contractor shop
- Delivery and Installation
- Contractor(s) ship completed exhibits to site and travel to site to receive, unload, and store exhibits
- Contractors install all exhibit elements, coordinating with Park staff, other exhibit contractors, general contractors, and others who may be working within or around the building during the period of installation.
- Final inspection of the installed exhibits
- Punch-list correction of exhibits

Postproduction

- Receive and inventory close-out package from Contractor(s)
- File contents of close-out packages and all other project documents, including return of all borrowed resource materials
- Delivery of Maintenance Manual to Park
- Manage warranty claims for one year
- Follow-up with advice on problems after warranty has elapsed

Note: The preproduction and production phases outline the steps for exhibit production only. Similar processes occur for the production of new artwork, mannequins, reproduction, general contract work, and other types of contracts that may be required in addition to standard exhibit fabrication. Not outlined is the requirement to develop and maintain a strategy for organizing all of the different contracts so that the work is performed and completed in coordination with other parts of the exhibit project.