

Scope Responsibility
Museum/Designer

Scope	Responsibility			Notes
	Museum	Designer	Other	Notes
Project Management				
Meeting Minutes	X	X	X	
Schedules				
Bidder Qualification				
Bid Review and Selection				
Construction Site Supervision				
Sub-Contracts				
Writers				
Media Producers				
Lighting Design				
Preparation of Bid Documents				
RFP and Division One				
Performance Specifications				a list of the exhibit titles, a list of all drawings, a materials and finishes schedule, an artifact case schedule, performance and quality standard requirements for fabrication and installation, a list and performance description of the interactive components, descriptions of all scenic elements, and product cut sheets.
Design Documents				
Exhibit Development				
Content Development				
Provide Source Material				
Provide Content				
Research				
Text Writing				
Label Writing				
Final Authority				
Artifact Research				

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Provide Collection Information				Sizes, weights, photographs, special handling requirements
Provide Collection Photographs				
Maintain Exhibit Database				
Identify and Arrange Loans				
Image Research				
Provide Collection Information				
Image Research				
Commission Photography				
Maintain Image Database				
Image Rights Acquisition				
Provide lo-res files to graphic designer				
Provide images for final scanning				
Exhibit Design				
Renderings	n/a			
Artifact Display Requirements				
Lighting Design				
Prototyping				
Reproduction Research				
Wayfinding Signage	n/a			
Graphic Design				
Research for Illustrations and Maps				
Illustrations				
New Photography				
Fundraising				
Fundraising Assistance	n/a			
Donor Recognition Signage	n/a			
Models for Museum Use	n/a			

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A/V Productions				
Content Research				
Image Research				
Reviews				
Exhibit Design				
Concept Diagrams				
Progress Designs				
Drawings				
Artifact Display Requirements				
Graphic Design				
Illustration				
Maps				
Multi-media Productions				
Written Treatments				
Script Outlines				
Scripts				
Rough Cuts				
Exhibit Text				
Outline				
First Draft				
Second Draft				
Exhibit Graphics				
Illustrations				
First Draft				

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Second Draft				
Fabrication Supervision				
Shop Drawing Approval				
Graphic Output Review				
Inspections and Site Visits				
Exhibit Installation				
Artifact Installation				
Conservation				
Cleaning				
Preparation				
Framing				
Installation				
Staff Training				
Education				
Maintenance				