### Thesis Exhibition Approximate Timeline

#### 1st year of M.A. Program:
- Come up with thesis exhibition idea(s)
- Look at potential sources/museums for loans—Discuss with Linda Brazeau
- Pass Language Examination (must be passed before you circulate proposal to your advisor and faculty and before you can officially sign up for Thesis Exhibition credits).

#### 9-12 Months Before Exhibition:
- Choose First Reader/Advisor and formulate proposal
- Schedule exhibition dates with Linda Brazeau
- Set deadlines with First Reader/Advisor on catalog essay.
- Discuss second reader options with First Reader/Advisor and ask Second Reader.
- Make an initial research requests to all potential lending institutions to view potential collection related to your topic, copying Linda Brazeau on the request.
- On Art History Department letterhead, make any loan requests to institutions within Wisconsin.
  - Requests must be approved by your first reader/advisor beforehand.
  - Request letters must be signed by first reader and you, copied to Linda Brazeau.
- On Art History Department letterhead, make any loan requests to non-Wisconsin institutions.
  - Requests must be approved by your first reader/advisor beforehand.
  - Request letters must be signed by first reader and you, copied to Linda Brazeau.

*If at any time, you need to cancel or postpone your exhibition, please contact Linda Brazeau immediately.*

#### Minimum 6 months before Exhibition:
- On Art History Department letterhead, make any loan requests to institutions within Wisconsin.
  - Requests must be approved by your first reader/advisor beforehand.
  - Request letters must be signed by first reader and you, copied to Linda Brazeau.

#### 3 Months Before Exhibition:
- Present your proposal to the gallery committee
- Follow up to confirm number of loans you will have for your exhibition. Loans that are not already in place 12 weeks before show will not proceed.
- Make fundraising requests for exhibition on Department letterhead (whether financial or in-kind donors) (Get approval from Advisor beforehand).
- Title and blurb
- Photograph for postcards, catalog, and posters

#### 2 months Before Exhibition:
- Turn in initial draft of catalog text to 1st reader

#### One month before Exhibition:
- Institution Loan Agreements must be finalized by this time.
- Catalog text finalized with 1st and 2nd readers
- Design postcards and mail 3 weeks before exhibition
- Design Exhibition catalog (should be edited by 1st and 2nd readers)
- Write labels and wall text

#### 2 weeks before Exhibition:
- Prepare exhibition design/layout on paper
- Print catalog
- Print 22” x 28” posters for exhibition
- Order lettering from www.doityourselflettering.com with Christa and Kate
- Finalize and print wall text and labels
- Frame and mat (if necessary)

#### 1 week before Exhibition:
- Install Show with Linda and Christa
- Design and hang 11” x 17” posters
- Prepare for gallery talk
- Prepare gallery for opening
- Finalize arrangements for opening reception