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**Notes:** As per our policy, it is very important to the Fort Frances Museum that we research, design and create exhibits that will be of interest and have relevance to our community and surrounding area. That being said, we do have limited resources.

Exhibit budget has remained at \$4000 for a number of years. Local citizens and/or businesses who have a connection with an exhibit are asked to help fund an opening reception, pay for advertising etc, but this only happens in the case of a special exhibit. So things like ‘tender 2D and 3D packages’ ‘review mount design’ ‘compile fabrication estimates’ rarely takes place.

The Fort Frances Museum takes time with its exhibit planning, in particular to ensure that exhibit topics meet our mandate, that selected collection pieces are cared for to museum standards, and that subject material is properly researched and sources documented. We also make particular effort to be accessible to everyone in our community.

S. George, curator.

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Fort Frances Exhibit Planning Form – blank template

Initial Concept					
What? Fulfils mandate how? Does it further our goals/long term plans? Who is our main audience?	When? Tourist season or off-season? Schools?	Partners?	Funding? Grant possibilities Corporate sponsors Budget	Issues? Cultural considerations?	Board input
Planning & Development					
Research Sources?	Loan contracts Artifact selection Proper labeling	Photos & document selection Labeling & copyrights	Technical aspects Video/audio support	Special considerations Security	Timeline
Design					
Build storyline & write text Colour & design themes	Programming Who are primary targets? Workshop possibilities? Speakers?		Prepare artifacts Any conservation issues? What needs to be encased/secured?	Marketing Newspaper, radio, posters, social media email schools, newsletter	Timeline
Fabrication					
Final edit Print text panels	Room flow Accessibility	Build/locate props	Plan opening Evening or afternoon, refreshment, admission? Marketing		Timeline
Installation, Execution & Follow-up					
Dates for set up Help required?	Is exhibit accessible to all? Inclusive to all visitors?	Lighting & sound checks	Finalize opening	Evaluations: Goals met? Recommendations?	

Exhibit Planning Form - Fibre Arts Festival, Sept – Dec 2016

**Initial Concept** – two years ago, we invited fibre artists to submit samples of what they do for a local exhibit. The number of pieces and their quality were astounding. With input from our local artists and artisans, we have decided that a juried art show was in order. “The Fort Frances Museum and Cultural Centre will be an inviting place that allows for people participation. It will provide a centre where organizations involved in Arts & Crafts, and cultural pursuits may meet to develop their talents and enable them to foster an appreciation within the community of the cultural contribution of these groups.”

What? Juried local fibre arts festival – open to community Fulfills mandate how? – supports heritage arts & crafts Does it further our goals/long term plans? – provides a venue for artisans who could not exhibit otherwise Who is our main audience? – other crafters, our community at large, learning artists	When? Fall of 2016 off-season as will be best supported by our community Schools? possibly	Partners? Local guilds (quilters, rughookers, weavers) Native craft store?	Funding? Entry fees Grant possibilities – not this round Corporate sponsors - possibly Budget – requires little budget	Issues? Cultural considerations? Want to be inclusive to FN beaders and those who make/design regalia and more modern clothing. Have sent info sheets to those who participated in native fashion show.	Board input – involved in planning
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Planning & Development

Research –around history of fibre artists at local level Sources?	Loan contracts – forms for those who submit pieces Artifact selection – perhaps a few to lend interest Proper labeling – forms to give credit to artists, their media, design choices	Photos & documentation – for advertising purpose and during the exhibit Labeling & copyrights -	Technical aspects – proper lighting & support Video/audio support – n/a	Special considerations – good signage around ‘no touching’ Security Judging - confirm	Timeline – fall of 2014, 2015
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Design

Build storyline & write text – intro, some explanation & history Colour & design themes –may wait to see submissions	Programming – recruit some crafters to lead workshops Who are primary targets? – other crafters, children and adults Workshop possibilities? Rughooking confirmed√ Weaving? Beading? – some leads Speakers? – for opening	Prepare artifacts –some collection pieces such as spinning wheel, Any conservation issues? -no What needs to be encased/secured? Decision will be made once pieces submitted.	Marketing – initial article and posters in fall 2014√ Website post in 2015√ Facebook posts in 2016√ Posters updated 2016√ Newspaper ad ready, Newsletter articles 2014√ 2015√ & 2016√	Timeline – 2015/16
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Fabrication

Final edit – Aug 2016 Print text panels	Room flow Accessibility	Build/locate props – if necessary	Plan opening Evening or afternoon, refreshment, admission? – early Sept?	Timeline
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Installation, Execution & Follow-up

Dates for set up – late Aug 2016 Help required? Yes, Deb, students	Is exhibit accessible to all? Inclusive to all visitors?	Lighting & sound checks – n/a	Finalize opening	Evaluations: Goals met? Recommendations?
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Exhibit Planning Form – Free-Masonry, A History Hidden in Plain Sight, Jan – Mar 2017

Initial Concept – Our museum can rarely afford a traveling exhibit. However there is a need. Not everyone in our community has the opportunity to experience larger exhibits. “The Museum will collect, or bring in for display, a limited amount of material from outside the territorial limits mentioned above; such material will be relevant to the development of this area and this country, or will be of significant educational value.”					
What? Exhibit loan from Bruce County Fulfils mandate how? – supports museum’s goal for bringing the occasional traveling exhibit here, enables those with limited means to see what’s out there, Does it further our goals/long term plans? – provides background on the freemasons, their importance to history and events today, outlines many prominent persons in Canada and world	When? Jan – Mar 2017 off-season as will be best supported by our community Schools? Possibly, will gage interest	Partners? Local masons	Funding? Grant possibilities – applied for MAP funding for transportation costs – Apr 2016 Corporate sponsors – Masons? Budget – Costlier than in-house, if not MAP funding, then may require some additional funds	Issues? Cultural considerations? No	Board input – aware, past committee member, a mason
Planning & Development					
Research –around masonry history at local level Sources? Masonic lodge Need to separate from loan as nothing can be added, perhaps upstairs Also looking at ‘Why the Mystery?’ secret societies through history	Loan contracts/deposit – signed Artifact selection – none in house, may borrow with permission from Masonic Lodge for upstairs exhibit area Proper labeling –	Photos & documentation – none Labeling & copyrights – none yet	Technical aspects – proper lighting & support Video/audio support – n/a	Special considerations – good signage around ‘no touching’ Security	Timeline – 2016
Design					
Build storyline & write text – local history for upstairs only Colour & design themes –	Programming – could develop some fun programming around secret societies for upstairs, all ages Who are primary targets? –workshops/speakers for adults? Speakers? – from Masonic Lodge		Prepare artifacts –as indicated in contract Any conservation issues? –as indicated in contract What needs to be encased/secured? Provided	Marketing – article Dec Website post - fall 2016 Facebook posts - fall 2016 Posters - fall 2016 Newspaper ad ready, Newsletter articles fall 2016	Timeline – fall 2016
Fabrication					
Borrowed exhibit	Room flow Accessibility	Build/locate props –	Plan opening Evening or afternoon, refreshment, admission? – Jan?		Timeline
Installation, Execution & Follow-up					
Dates for set up – early Jan 2017 Help required? Yes, movers	Is exhibit accessible to all? Inclusive to all visitors?	Lighting & sound checks –	Finalize opening	Evaluations: Goals met? Recommendations?	

Exhibit Planning Form – Transportation through 150 Years

**Initial Concept** – For Canada 150, we wish to establish an exhibit theme that would focus on our rich past in a way that could be celebrated by all of our community. A transportation theme will allow us to do that. “The Fort Frances Museum will seek to stimulate pride in, understanding of, and appreciation for the history, the people and the achievements within this area.”

What? Fulfils mandate how? Important local history Does it further our goals/long term plans? yes Who is our main audience? All age groups, all cultures, tourists	When? Apr thru Oct 2017 Tourist season or off-season? Spans both Schools? Yes, curriculum	Committee - yes Partners? Several: FN, Métis, local clubs (skiing) Key people: past bush plane business owners, boat builders, past photo studios, commercial fisherman	Funding? Grant possibilities Corporate sponsors Budget	Issues? Enough manpower? Cultural considerations? Ensure information is sensitive to all	Board input - yes
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Planning & Development

Research – steam boats, boat builders, commercial fishing, M.Kenney’s diary, Galbraith video Sources?	Loan contracts – bush planes LOW museum - booked Artifact selection Proper labeling	Photos & documentation – pulling together Labeling & copyrights	Technical aspects Video/audio support	Special considerations Security	Timeline - 2016
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Design

Build storyline & write text Colour & design themes	Programming Who are primary targets? All age groups, schools Workshop possibilities? Yes, unconfirmed Speakers? Yes, unconfirmed	Prepare artifacts Any conservation issues? What needs to be encased/secured?	Marketing Newspaper, radio, posters, social media email schools, newsletter	Timeline – late 2016
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Fabrication

Final edit Print text panels	Room flow Accessibility	Build/locate props	Plan opening Evening or afternoon, refreshment, admission?	Timeline – early 2017
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Installation, Execution & Follow-up

Dates for set up Help required?	Is exhibit accessible to all? Inclusive to all visitors?	Lighting & sound checks	Finalize opening	Evaluations: Goals met? Recommendations?
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